

A. L. A. RULES FOR
Filing Catalog Cards

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Prepared by a Special Committee

SOPHIE K. HISS, CHAIRMAN

AMERICAN LIBRARY ASSOCIATION
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PUBLISHER'S NOTE

The rules presented in this volume are offered as representing the best accepted practice. The presentation of the material, particularly the showing of relationships, has presented many problems. Users are urged to send comment, criticisms and suggestions to the publishers to the end that reprints or revised editions may better serve their purpose.

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Preface

THE arrangement of cards in the dictionary catalogs of American libraries has been influenced to a large extent by the principles laid down by C. A. Cutter in his *Rules for a printed dictionary catalogue* in 1876 and revised in a final (4th) edition in 1904. The many variations to be found in present-day library practice have grown out of differences in the interpretation and in the expansion of the Cutter rules, and also, in part, out of a need felt in many libraries for a simplification of the Cutter classed arrangements.

The present code is based on a comparative study of filing rules which have appeared in printed codes and in manuals of library science, and also of the practices in a number of large and medium-sized public and university libraries. The comparison showed few rules with no variants, some rules where a generally accepted practice is clearly indicated, many rules where two practices are in equal use and apparently equally satisfactory; and finally, in regard to the more perplexing problems of arrangement, a wide diversity of practice and opinion.

The code attempts to provide a set of alphabetizing rules in accord with the most generally accepted usage. In addition, it offers rules for both a grouped and an alphabetic order of arrangement under certain types of headings. The grouped arrangement is suitable when a large number of entries is to be filed under an author, a place or a subject heading, but it depends for clearness and ease in consultation upon a very full and carefully planned system of guide-cards and upon explicit directions to the users of the catalog. The alphabetic arrangement is self-explanatory and is probably easier to consult when entries under place or subject are being sought. In the absence of a definite knowledge as to the psychological approach of the user to the catalog it does not seem advisable to insist dogmatically that one alternative is to be preferred to the other. The size of the catalog, the character of the collection, and the nature of the clientele to be served will influence the choice of alternative. Consistency throughout the catalog is in general desirable but may be disregarded in special instances pro-

vided that the guide-cards at the given point show with precision the order adopted.

The separation of the subject catalog from the author and title catalog, which in recent years has been adopted by a number of libraries, does not require changes in the general alphabetizing rules. The divided catalog simplifies to some extent the problem of the order of entries, but does not alter the arrangement within each type entry.

The code does not attempt to distinguish between, or to suggest, cataloging practices, except insofar as to call attention to an occasional detail that makes clearer the filing of an entry. The cataloger should keep constantly in mind the filer's problems and exercise care in cataloging details that may render filing and finding easier. In order to avoid confusion, since cataloging practices are not uniform, the examples in the following rules have been selected from entries that conform to the American Library Association or the Library of Congress cataloging rules.

For the convenience of small libraries, a selected list of recommended rules, together with a comprehensive example, will be found in Appendix V.

A.L.A. FILING CODE SUBCOMMITTEE

Mary Burnham
James B Childs
Emily Hollowell
Ruth N Latshaw
Amy C Moon
Linda H Morley
Nouvart Tashjian
Elizabeth E Wilson
Sophie K. Hiss, *Chairman*

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A.L.A. Rules for Filing Catalog Cards

1 Basic rule

- a) Arrange all entries according to the order of the English alphabet. See also Modified letters (Rule 2) Signs and symbols (Rule 3)
b) Arrange word by word, alphabetizing letter by letter to the end of each word.

New Amsterdam	<u>no1</u>	new Amsterdam
new England		Newark
New wives for old		new England
newark		Newman
newman		new wives for old

2. Modified letters (umlaut, special letters)

- a) Disregard the modification of all letters, including the umlaut. Arrange a, á, â, e, i, o, ó, ô, ø, ü, ū, as a e, i, o, u, ç, c, é, ê, ñ, ð, ù, as c, l, n, s, z.

There are a number of other modifications which in transliteration from Oriental and other languages show dots or lines above or below the letters¹. These will cause no difficulty in a general catalog if disregarded. Libraries requiring a different arrangement, as in a special language catalog, should adopt rules in accordance with the usage of the language.

In the case of headings with an umlaut in the first syllable, cross references should be made from, and to, the form spelled with an e

Muel, Leon	Mullen, Allen
Muellenbach, Ernst	Mullen, Gustav
Mueller	Müllendorf
<u>see also</u> Muller (or Miller)	Muller (or Müller)
Mueller, Alfred Don	<u>see also</u> Mueller
Muenschner, Joseph	Müller, Adam
La muerte de Méron	Muller, Adam L.
Mullen (or Müllen)	Münchener blauen-zeitung
<u>see also</u> Muellen	

¹ For the alphabets and diacritical marks used in foreign languages, see U.S. Govt. print. off., *Manual of foreign languages for the use of printers and translators* 3d ed. (Washington. Govt. print. off., 1936.)

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Explanatory Note

In this work subject entries are indicated by full capitalization throughout.

? ? ?.

Doit-on pleurer sa femme

E

The language of the stars

Mémoires pour servir à l'histoire de la campagne de 1796

***, baron de

Bibliographie des ouvrages de poésie.. française

A B C book

Aagaard, Carl Johan

Alden, John

~ ~ and ships and sealing wax

Andover

b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters. Subarrange as above.

M***

Catalogue des livres choisis

M**

Notices des livres du cabinet

M****, Madame la comtesse de

M****, Mademoiselle

M_____, Mr

M***, Monsieur

M, A.H.

M, M.W.

M***, Paul Hyppolite

M, V.A.

Ma, Yin Ch'u

Mable, Mary Louise

Mao____, pseud., 222 MacManus, James

Mae, Reinhold

Macadam, Catharine

M*****, H'ney

M****in***on, G****

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada

England & Germany

England and her colonies

Revue des questions historiques

Revue & examen des expositions nationales

Zur geschichte der costüme

Zur geschichte & charakteristik des deutschen genius

This is the recommended treatment of the umlaut. It is the practice followed in many German reference books and is simpler for the majority of the users of the catalog who are unaware of the philological significance of the umlaut. For libraries that prefer to recognize the German umlaut and to treat in like manner similarly marked vowels in other languages, the following alternative rule is given.

b) **ALTERNATIVE RULE** File ä, ö, ü, in the Finnish, German, Hungarian, Scandinavian and modern Turkish languages as if written ae, oe, ue This includes also the Hungarian ē and ū and the Danish-Norwegian ø

File the Scandinavian å as aa

Muel, Leon	Münchener bienen-zeitung
Muellen (or Mullen)	La muerte de Néron
<u>see also</u> Mullen	Mullen
Mullen, Gustav	<u>see also</u> Muellen (or Mullen)
Muellenbach, Ernst	Mullen, Allen
Müllendorf	Muller
Mueller (or Müller)	<u>see also</u> Mueller (or Müller)
<u>see also</u> Muller	Muller
Müller, Adam	(This name is filed as if spelled
Mueller, Alfred Don	<u>Mueller</u>)
	Muller, Adam L.

c) Arrange other special letters as follows *

- (1) The Latin i and j as distinct letters
- (2) The gothic type v (for u) and vv (for w) as u and w
- (3) The Dutch y (a manuscript form for ij) as ij ³
- (4) Typographical characters and abbreviations used in Latin incunabula as if written in full ⁴

3 Signs and symbols

a) Signs without letters (used as author heading)

Arrange signs without preceding letters, when used instead of the author's name, before the letter A. Disregard the signs and subarrange by title, but if the signs are followed by titles of honor or forenames, subarrange by them. Signs alone precede signs followed by titles of honor, etc.

Signs at the beginning of a title, such as or - -, are also to be disregarded, the title being arranged by the word following the signs

² Transliteration rules for the non-Roman alphabets are printed in the revised A.L.A. Catalog Rules. Card rules for the transliteration of Hebrew and Yiddish (rule 43) Modern Greek (rule 11) and the Slavic languages (rule 10) may be obtained from the Library of Congress at small cost.

³ Vatican 455

⁴ For a list of typographical characters and abbreviations most commonly used in 15th and 16th century books, see U.S. Govt. print. off., *Manual of foreign languages* op cit., p.129-30

† † †.

Doit-on pleurer sa femme

M

The language of the stars

Mémoires pour servir à l'histoire de la campagne de 1796

***, baron de

Bibliographie des ouvrages de poésie française

A B C book

Aagaard, Carl Johan

Alden, John

-- and ships and sealing wax

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b) Signs with letters (used as author heading)

When a letter or a syllable is followed by signs, disregard the signs and arrange by the letter or letters. Subarrange as above

M***

Catalogue des livres choisis

M**

Notices des livres du cabinet

M****, Madame la comtesse de

M****, Mademoiselle

M_____, Mr

M***, Monsieur

M , A H

M , M W.

M***, Paul Hyppolite

M , V.A

Ma, Yin Ch'u

Mable, Mary Louise

Mac____, pseud., RR MacKanus, James

Mac, Reinhold

Macadam, Catharine

M*****, Henry

M****in****on, C****

c) Ampersand

Alphabet the character "&" as "and," "et," "und," etc., according to the language used.

England and Canada

England & Germany

England and her colonies

Revue des questions historiques

Revue & examen des expositions nationales

Zur geschichte der costume

Zur geschichte & charakteristik des deutschen genius

4 Initials

See also Abbreviations (Rule 5)

a) Arrange an initial before a word beginning with the same initial letter

b) Arrange initials standing for names of organizations, broadcasting stations, airships, etc., whether punctuated or not, as initials and not as abbreviations, i.e., not as if spelled in full. For initials standing for geographical names, see Abbreviations (Rule 5 a)

c) When headings consist of initials only, arrange initials standing for authors' names, if inverted (e.g. A, F P), before initials that are not inverted

A, A, see Willis, Anthony Armstrong

A, B

A, E V, see Trezavant, Eva Whitthorn

A, F P, see Adams, Franklin Pierce

A, T., see Ashe, Thomas

A A, see Willis, Anthony Armstrong

A A.A, see U.S. Agricultural adjustment
administration

A A C color photography

ABC of the NRA

A bas Rigolboche

ADAC - motorwelt

A E, see Russell, George William

A E F, see U S Army A E F, 1917-1920

and also titles beginning A, E F

The A E F. in battle

A L.A see American library association; Automobile
legal association; and also titles beginning A L A

A L A booklist

A L A directory of tourist homes

A L A. in Siberia

A la mode cookery

A.S.M.E news

A was an archer

As, Cornelis van der

Ambach, E. L

American expeditionary force, see U S Army

A E F, 1917-1920 also titles beginning A E F

American library association, see also titles begin-
ning A L A.

Automobile legal association, see also titles begin-
ning A L A

This arrangement follows the general usage in regard to filing personal names (Rule 19). The following alternative with its single alphabet is preferred by many libraries on the ground that users of the catalog do not distinguish between inverted and noninverted initials.

d) **ALTERNATIVE RULE** Arrange initials standing for authors' names, whether inverted or not, alphabetically with initials standing for organizations or beginning a title, disregarding the inversion and punctuation.

- A A . *see* Willis, Anthony Armstrong
- A A A , *see* U S Agricultural adjustment administration
- AAA travel.
- A A E color photographs
- A . B
- ABC of the NRA
- A bas Rigolboche
- ADAC - motorwelt
- A E , *see* Russell, George William
- A E F , *see* U S Army A E F , 1917-1920
and *also* titles beginning A.E F
- The A E F in battle
- A., E V , *see* Trezavant, Eva Whitthorn
- A , Y P , *see* Adams, Franklin Pierce
- A L A , *see* American library association Automobile legal association, and *also* titles beginning A L.A
- A L A booklet
- A L.A directory of tourist homes
- A L A. in Siberia
- A la mode cookery
- A S M E news
- A , T , *see* Ashe, Thomas
- A was an archer
- As, Cornelis van der
- Asbel, Marie
- American expeditionary force, *see* U S Army A E F , 1917-1920 *also* titles beginning A E F
- American library association, *see also* titles beginning A L A.
- Automobile legal association, *see also* titles beginning A L A

5. Abbreviations

See also Elisions (Rule 6), Initials (Rule 4)

c) Arrange abbreviations as if spelled in full e.g., Dr, Mr, Mrs., Mlle., S., St. Ste, etc., as Doctor (or in German, Doktor), Mister, Mistress, Mademoiselle, San or Sanctus Saint, Sainte, etc. Also Ha (Greek A) as Hagios. This includes initials and other abbreviations used for geographical names e.g., NY as New York, Gt. Brit. as Great Britain.

- Colonel Carter
- Col. Ross of Piedmont
- Colonel Witherby's strike
- Dr Gratten
- The doctor, his wife and the clock

Dr Jekyll and Mr Hyde
 Mrs Ames
 Mistress and maid
 Mrs Dane's defense
 Mistress of Husaby
 St Petersburg
 Saint Pierre
 St Vincent
 Ste Anne des Monts
 Sainte Beuve
 United States and war
 U S. army facts and insignia
 U S camera magazine
 United States daily

An explanatory reference should be made from the abbreviation to the full form whenever necessary

Mrs
 Entries beginning with Mrs are filed as if spelled Mistress

St
 Entries beginning with St. are filed as if spelled Saint

b) Disregard the abbreviations K., K.K., I, R., etc. (standing for Kauserlich, Koniglich, Imperiale, Reale, etc.) at the beginning of names of foreign learned academies, societies etc., and arrange by the word following the abbreviation. The words for which these abbreviations stand are not familiarly known or spoken as part of the name

In the names of English societies, Imperial and Royal are not to be disregarded

Acadians
 R Accademia dei Lincei, Rome
 Accidents
 K Akademie der wissenschaften, Berlin
 Akenside, Mark
 Hoepfli, Ulrico
 K K Hof- und staatsdruckerei, Austria, see Austria
 KK Hof- und staatsdruckerie
 Hoffer, Andreas
 Royal empire society, London

G Elisions

See also Names with an elided prefix (Rule 13)

Arrange elisions as they are printed and not as if spelled in full. Treat as one word the contraction of two words resulting from an elision.

Exception Foreign articles and prepositions with a final vowel elided are to be treated as separate words and not as contractions.

Bibliothèque d'anthropologie
 Bibliothèque d'histoire
 Bibliothèque de la révolution
 Cap'n Eri
 Capo d'anno
 De l'intelligence
 De la vida internacional
 Flower o' the lily
 Flower of destiny
 Who is who in literature
 Who'd be king
 From the gods destroy
 Who's who
 Who's home is the wilderness

Note Some libraries make no exception of elided articles and prepositions, but this is contrary to the usage of the foreign language itself.

7 Initial article

For names beginning with an article see names with a prefix (Rule 13) and Oriental names (Rule 14)

a) In alphabetizing titles, disregard an initial article in the nominative case in all languages but in foreign languages do not disregard initial articles in other than the nominative case, because such articles contain a prepositional element.²

b) In case the form of the indefinite article is the same as that of the numeral "one" (e.g. the French "un" or "une") care must be taken to distinguish the use because the numeral is to be regarded in filing.

c) As initial articles "de" (dialect for "the") and "ye" (Anglo-Saxon and early English form of "the") are to be disregarded, but "ye" the personal pronoun of the second person plural, is to be regarded.

In temps des équipages
 De la terre à la lune
 De litris
 Des dichter in der fernzen bild geblieben
 The den
 Den lieben süßen kätzlein
 Les déracinés
 Des alten handwerks recht und gewohnheit
 Du contrast social
 Dublin
 Eine von zu vielen [numeral]
 Un homme à la mer
 Eine kleine gefälligkeit
 Das kleine heldentuch
 De right in de front from Chreemas

² For articles to be disregarded in filing, see U.S. Govt. print. off., op. cit.

Ye olde fire laddies
 Un de Baumugnes [numeral]
 Ye that judge [personal pronoun]

A table of initial articles to be disregarded in foreign languages will be found in Appendix II.

8. Punctuation marks. Possessive case, etc.

See also Inverted titles (Rule 37.f)

In alphabetizing titles, disregard punctuation marks and the apostrophe. For an exception to this rule, see Periodicals (Rule 37.c).

Boy Scouts	Life; a book for a young man
Boycott	Life — a bowl of rice
Boys' clubs	Life after death
Boy's King Arthur	Life — an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

II Numerals

a) Arrange numerals in the titles of books as if spelled out in the language of the rest of the title. Spell numerals and dates as they are spoken, but omit the "and" in spoken numerals except at a decimal point between two digits and in mixed numbers.

Note The omission of the "and" is recommended because spoken numerals are so taught in American public schools. Many libraries, however, prefer to retain the "and" because it usually appears on title pages where numerals are written out.

100 as one hundred (not as a hundred)
 101 as one hundred one (not as one hundred and one)
 1000 as one thousand
 1500 as fifteen hundred (not as one thousand five hundred)
 1812 as eighteen twelve, if a date, otherwise as eighteen hundred twelve (not as one thousand eight hundred twelve)
 2,341,406 as two million, three hundred forty-one thousand, four hundred six
 6½ as six and one half
 624 as six hundred twenty-four thousandths
 600 024 as six hundred and twenty-four thousandths

This rule is not precise because numerals are not always spoken the same, but it is practical because to file each numeral as if spelled in full raises difficulties for users of the catalog who will look under the spoken word.

Acht tage auf ehrenwort
 Achtundvierziger
 1813, ein cyklus [achtzehnhundert dreizehn]
 1812; ein historischer roman [achtzehnhundert zwölft]
 Dix, Lester
 1802 [dix huit cent deux]

1812 cure-ture [dix huit cent douze]
 Les dix sept ans de l'artibe
 100 Jahre baren und schawen [ein hundert]
 1570 facts and similes
 4. years in the Italy mission [four and one half]
 19-3 book of houses [nineteen forty]
 1914 diary [nineteen fourteen]
 1917 war tax guide [nineteen seventeen]
 One hundred and one famous poems
 One hundred best books
 100 bungalows
 150 radio hook-ups [one hundred fifty]
 101 metal-working projects [one hundred one]
 One thousand and one illustrations
 One thousand juvenile delinquents
 1001 one minute stories [one thousand one]
 1600 business books
 Sixteen years in Siberia
 \$1200 a year
 2400 business books
 Two thousand years ago

A table of numerals in foreign languages will be found in Appendix III.

b) Numerals at the beginning of such titles as "Annual report," "Course in," "Proceedings," "Report," etc., are to be arranged numerically and not alphabetically

General account	1st	First report	-
First report		Fourth report	
Second report		General account	
Fourth report		Second report	

c) Numerals following headings that are otherwise identical usually indicate a numerical or chronological arrangement. (See Rule 38)

II Words spelled in two ways

See also Hyphenated and compound words (Rule 11), Names spelled differently (Rule 15)

a) When title headings begin with a word that may be spelled in two ways (e.g. Labor and Labour) choose one spelling according to an accepted authority and file all titles under this form. Refer from the other spelling.

Labor and administration
 Labor and industry
 LABOR AND LABORING CLASSES
 Labor economies
 Labour in the commonwealth
 LABORATORIES
 Labourers
 Labour, See Labor

Ye olde fire laddies
 Un de Baumghes [numeral]
 Ye that Judge [personal pronoun]

A table of initial articles to be disregarded in foreign languages will be found in Appendix II

8 Punctuation marks Possessive case, etc

See also Inverted titles (Rule 37 f)

In alphabeting titles, disregard punctuation marks and the apostrophe For an exception to this rule, see Periodicals (Rule 37 c)

Boy Scouts	Life, a book for a young man
Boycott	Life — a bowl of rice
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Boy's King Arthur	Life — an obstacle race
Boys of '76	Life and art
A boy's town	Life, mind and spirit

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Note The omission of the and is recommended because spoken numerals are so taught in American public schools Many libraries, however, prefer to retain the and because it usually appears on title pages where numerals are written out.

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 101 as one hundred one (not as one hundred and one)
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 1500 as fifteen hundred (not as one thousand five hundred)
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 Achtundvierziger
 1813 ein cyklus [achtzehnhundert dreizehn]
 1812; ein historischer roman [achtzehnhundert zwölf]
 Dix, Lester
 1802 [dix huit cent deux]

Anti-Scottish yesterday and tomorrow
 ANTISLAVERY
 Anti-slavery tracts
 Cooperative marketing
 Co-operative movement
 Inter arma
 Interaction
 Inter-America
 Inter-collegiate association
 Intercollegiate bureau
 Pro patria
 Proal, J A
 Pro-British history text-books
 Pro-musica quarterly
 Pro-Palestine federation

12. Names compounded of two words

For the further arrangement of entries under compound personal names, see Rules 17 b, 18 and 20

Arrange names consisting of two or more words, with or without a hyphen, as separate words.

This includes names beginning with New, Old, East, North, Saint, San, Santa, etc.

New Hampshire
 The new republic
 New thought
 New York
 Newark
 North Africa
 North Haven
 North Wales
 Northampton

St Petersburg
 Saint Vincent
 Sainte Beuve
 Saintine
 San Francisco
 San Jose scale
 Sanborn
 Santa Lucia
 Santagnello

An alternative practice found in many reference books and in some libraries is to treat a name beginning with Saint, San, Santa, etc., as a name with a prefix (cf. Rule 13) and to file as one word. This practice is not recommended because Saint, San, etc., are words, not prefixes.

13. Names with a prefix

For Oriental names beginning with an article, see Rule 14 a.

a) Arrange a name with a prefix as one word.* This includes names in which an article or a preposition is written as part of the name and is not transposed, such names as Ap Thomas, D'Arcy, Des Barres, Du Challu, Fitz Allen, Le Sage, L'Estrange, MacFingal, O'Neal, Van Allen, Zum Felde, Zur Brücke, ZuTavern, etc.

* Cutter III.

The following alternative arrangement is also an accepted practice but is not as easy to consult unless the user of the catalog knows the exact spelling

b) **ALTERNATIVE RULE** When title headings begin with a word that may be spelled in two ways, arrange according to the spelling of the title page. Refer from one spelling to the other

Labor, see also the spelling Labour

LABOR AND LABORING CLASSES

Labor economics

LABORATORIES

Laboulaye

Labour, see also the spelling Labor

Labour and industry

Labour in the commonwealth

11. Hyphenated and compound words

See also Compound names (Rules 12-13)

a) Arrange hyphenated words as separate words⁶

b) Arrange as one word compound words that are printed as one,⁷ but if a compound word is printed sometimes as one word and sometimes as two words (or hyphenated) choose one form according to accepted usage⁸ and refer from the other form

This rule may also apply to titles beginning with such a compound (e g, Hand book, Hand-book, Handbook) If, however, it is preferred to arrange titles as printed, references should be made from one form to the other (cf Rule 10 b)

The book and its story

BOOK-BINDING, see BOOKBINDING

BOOK COLLECTING

Book-hunter

Book of animals

BOOK-PLATES

BOOKBINDING

BOOKPLATES, see BOOK-PLATES

c) Arrange as one word, words with a hyphenated prefix such as anti-, co-, electro-, ex-, inter-, mid-, non-, pan-, post-, pre-, pro-, re-, trans-, tri-, etc

ANTI LANGUAGE

ANTICHRIST

ANTI-INJUNCTION LAW, see INJUNCTIONS

ANTI-RENT TROUBLES, NEW YORK, 1839-1846

ANTI-SEMITISM, see JEWISH QUESTION

⁶ Cutter 317

⁷ Cutter 316

⁸ A. M. Ball, *Compounding in the English language* (NY H. W. Wilson, 1933)

'Abd Allāh Sfer
 Abdala
 Abdalian
 Abdallah, see also 'Abd Allāh
 Abū 'Abd Allāh Bahā
 Abū 'Abd Allāh Muḥammad ibn Sa'd
 Abū 'Abdallāh ibn Yakub
 Abū 'Abdallāh Muḥammad ibn Muḥammad
 Abu al-'Alā
 Abū al-Fadl
 Abū al-Fidā
 Abū al-Falid
 Abu 'Alī Japhet, see Japheth ben Eli
 Abū Bakr
 Abū Sa'id
 Abūcacia
 Abū'l-Fazl, see Abū al-Fadl
 Abulafis, Abraham ben Samuel
 Abulfeda, see Abū al-Fida
 Bar Ali
 Bar-Am, Moshe
 Bar-hebraeus, Gregorius, see Gregorius,
 'Abu al-Faraj
 Barabas, Béla
 Ben Adhem
 Ben Assher
 Benade
 Benassi

b) Chinese names

Arrange Chinese names by the first part (family name) whether it is separated by a comma or not. But an old Chinese name that consists of only two hyphenated syllables (e.g., Lao-tzū, "the Old one") is to be filed as a two-word phrase

Lao-tzū
 Laos
 Li Chang
 Li, Chi
 Li Chih-ch'ang
 Li, Ching-chen
 Li Pung-Chang
 Li, Kung-lin, known as Li Lung-mien
 Litby
 Tai, Chi-t'ao
 Tai, Tse Chien
 Tai-ping rebellion
 T'ai-Shang
 Taino

Some libraries . . .
 word because . . .
 made from . . .

Defoe
De la Roche
Delaware
Del Mar
DeMorgan
El Dorado
Eldorado, Neb
El Paso, Texas
Lasale
La Salle
Lassalle

Las Vegas, N M
L'Estrange, Alfred
Le Strange, Guy
L'Estrange, Roger
Los Angeles
Ocantus
O'Casey
Tenberg
Ten Broeke
Vancouver
Van Dyke

b) Names beginning with the prefix M' and Mc are filed as if spelled Mac, because they are so pronounced ¹⁰

An explanatory reference should be made from the abbreviated form to the full form, as

M' (or Mc)

Names beginning with M' or Mc are filed as if spelled Mac

Mach
McHale
Machard
McHardy

MacLaren, J M
M'Laren, J T
McLaren, L L
MacLaren, R S

14 Oriental names

a) Mohammedan (Arabic, Persian, Turkish) and Hebrew names

- (1) Disregard the initial article al- or el- (or the assimilated forms ad-, ar-, as-, az-) prefixed to Arabic, etc, names (e g, al-Ghazzali) and the article ha- or he- prefixed to Hebrew names. But when the article comes between the parts of a name (e g, 'Abd al Latif) it is to be regarded
- (2) When a Mohammedan or Hebrew name begins with a part expressing relationship (e g, the Arabic Abd, Abu, Ibn, the Hebrew Ab, Abi, Ben, the Syriac Bar) the parts are to be alphabetized as separate words

This is the practice adopted by the Library of Congress and by a number of American universities and is recommended by the Oriental Institute of the University of Chicago. European practice favors arranging as one word

(Note. In the following examples, the names are not given in complete cataloging fullness but in sufficient length to illustrate the rule.)

'Abd al-Alī
Abd al-Wahid
'Abd Allāh, *see also* Abdallah
'Abd Allāh ibn Ahmad

16 Forename entries (general rules)

a) Alphabet forenames that are the same by the designation or appellation following the name

b) Disregard a numeral following a forename except when necessary to distinguish between forenames with the same designation.

c) In the names of sovereigns, disregard an epithet, such as "the Conqueror," "the Great," etc., when it comes between the forename and the designation. When the epithet is familiarly known, a reference should be made from the name alphabetized by the epithet, especially from the English form.¹²

Charles II, le Chauve, king of France

Charles IV, le Bel, king of France

Charles IX, king of France

Charles, the Bald, *see* Charles II, le Chauve,
king of France

d) Disregard a second forename that comes between a numeral and a designation, but if the second forename precedes the numeral treat as a compound forename and do not disregard.

Karl IV, king of Sweden

Karl X Gustaf, king of Sweden

Karl XII, king of Sweden

Karl August, crown prince of Sweden

17 Forename entries. Arrangement 1 (Before surname)

Arrange a forename entry before a surname entry beginning with the same name

a) Arrange forenames that begin with the same name in two main groups as follows —

- (1) Forenames followed by a designation of rank, office or other title, such as bishop, brother, emperor, king, prince, pope, saint, sister, etc. Arrange alphabetically by the word indicating rank, etc., disregarding articles and prepositions.
- (2) Forenames followed by an appellation (epithet, byname, descriptive word or phrase used for identification, e.g., Thomas, Anglo-Norman poet, Thomas, of Edessa, Thomas Spalatensis) and forenames compounded of two or more words the second part of which may be a second forename (e.g., Mary Clare) a family name (e.g., Mary Stuart) a name derived from a place (e.g., Charles d'Or-

¹² The practice of the A.L.A. cataloging rules and of the Library of Congress in inserting epithets between the names of sovereigns.

15. Names spelled differently

Cf Rule 13 b

Arrange separately names that differ in spelling however slightly
Refer from one spelling to the other

Andersen, see also the spelling Anderson,

Anderssen, Andersson

Andersen, Anders

Andersen, Hans Christian

Anderson, see also the spellings etc.

Anderson, Arthur

Anderson, James

Anderssen, see also the spellings etc.

Anderssen, Adolf

Anderssen, Walter

Andersson, see also the spellings etc.

Andersson, Axel

Clark, see also the spelling Clarke

Clark, Allen Culling

Clark, Howard Walton

Clark university

Clarke, Adam

Note In the case of forename entries where there is a slight difference of spelling in other than the first syllable, e.g., Catharine and Catherine, Elisabeth and Elizabeth, many libraries disregard the difference and file according to the more commonly used spelling, with reference from the other. See Catherine in the comprehensive example, Appendix V

16.-18. FORENAME ENTRIES

The arrangement of common forename entries presents difficulties to the user of the catalog, who does not know the form of the distinguishing designation chosen by the cataloger nor by what part of the designation the forename is alphabetized. A wide diversity of practice in catalogs and reference books indicates that no simple or fully satisfactory method of solving this problem has been found. Two orders of arrangement are offered by the first (Rule 17) forename entries are filed before surname entries of the same name, by the second (Rule 18) forename entries follow surname entries. The former arrangement is the generally accepted practice in larger libraries, the latter arrangement may be used by a library of any size but is particularly recommended to smaller libraries because its alphabetical order is more intelligible to the average reader²²

²² Theresa Hitchler, *Cataloguing for small libraries* Rev ed American library association, 1915. op p.262-69

many cases, distinguishable in form from single forenames with an appellative.

For Libraries that prefer to retain the Cutter arrangement and a separate filing of compound forenames, the following rule is given.—

b) **ALTERNATIVE RULE (Cutter order).** Arrange entries of a common forename in the following order—

- (1) Saints, arranged alphabetically by designation.
- (2) Popes, arranged numerically.
- (3) Sovereigns, arranged alphabetically by country. (Include queen consorts in this group.)
- (4) Princes and noblemen, arranged by chief word in title, disregarding articles, prepositions and the word indicating rank.
- (5) Others, arranged alphabetically by appellative or designation having regard to all words, articles and prepositions included.
- (6) Arrange compound forenames beginning with the same name after the single forenames. Arrange alphabetically, having regard to all words, articles and prepositions included.

John (Saints)

John, Saint, apostle

John, of Damascus, Saint, *see* Joannes, *sic*

John, of Hermon, Saint, *see* Jan, *sic*.

John (Popes)

John XIII, pope

John XII, pope

John (Sovereigns)

John, king of England

John III, Sobieski, king of Poland, *see* Jan III, *sic*

John II, king of Portugal, *see* Joao II, *sic*.

John (Noblemen)

John III, duke of Brabant, *see* Jean III, *sic*.

John, the Fearless, duke of Burgundy, *see* Jean,

sans Peur, *sic*

John (Others)

John, abbot of Ford

John, Brother—

John, father—

John, of Geddesham

John, of Salisbury, bp of Chartres

John of Wales

John, Prester—

John, son of Schanis

John the Baptist

John, the Painter, *see* Aitken, James

John Wallensis, *see* John of Wales

léans), or a phrase (e.g., Mary of the Visitation). Interfile forenames followed by appellatives alphabetically with compound forenames, having regard to all words, articles and prepositions included.

Note: Library of Congress prints appellatives in italics, and all parts of a compound name in bold-faced type. Disregard typography in filing.

John (forename)

John, abbot of Ford

John, Brother

John III, duke of Brabant, see Jean III, etc.

John, the Fearless, duke of Burgundy, see Jean, sans Peur, etc.

John, [father]

John, king of England

John III Sobieski, king of Poland, see Jan III, etc.

John II, king of Portugal, see Joao II, etc.

John XIII, pope

John XXI, pope

John, Prester

John, Saint, apostle

John, son of Sabanis

John (compound, etc., forenames)

John de Burgh, see Burgo, Joannes de

John Gabriel

John of Austria

John, of Damascus, Saint, see Joannes, etc.

John, of Gaddesden

John of Gaunt, duke of Lancaster

John of Lancaster, duke of Bedford

John, of Nepomuk, Saint, see Jan, etc.

John of the Cross, Saint, see Juan de la Cruz, Saint

John of Wales

John, the Baptist

John, the Fearless, see Jean, sans Peur, duke of Burgundy

John, the Painter

John Wallensis, see John of Wales

John (surname)

John, Alois

John (titles, etc.)

John and Joan

John of Bordeaux (Old play)

Additional examples under Charles, Mary and Thomas will be found in Appendix I

The above arrangement is recommended (1) because the alphabetic order of rank is to be preferred to the Cutter (302) classed order, as simpler for the user of the catalog to whom the order of classes is not self-evident; and (2) because compound forenames are not, in

Charles V, emperor of Germany, *see* Karl V. *etc*
 Charles family
 Charles II, king of France (le Charve)
 Charles II, king of Great Britain
 Charles, king of the Franks, *see* Charlemagne
 Charles, le Charve, *see* Charles II, king of France
 (le Charve)
 Charles, le Ténéraire, *see* Charles, duke of Burgundy
 (le Ténéraire)
 Charles Louis de Bourbon, duke of Parma
 Charles Martel, mayor of the palace
 The Charles men
 Charles, père
 Charles, the Bald, *see* Charles II, king of France
 (le Charve)
 Charles, the Bold, *see* Charles, duke of Burgundy
 (le Ténéraire)
 Charles, the Great, *see* Charlemagne
 Charles the Second, a play

*If Rule 20 b is adopted this compound surname will file with the forenames, titles, etc.

11 Surname entries

Arrange headings of the same surname as follows —

a) A surname alone or followed only by an appellation or a designation (descriptive phrase title of honor, etc.) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known, otherwise by date of death or by period as given in the heading.

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations

f) Distinguished titles of honor and distinction such as Capt., Dr., Hon., Lady, Mlle., Mme., Mrs. Sir, etc., before a name and Bp., D.D., F.R.S. LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical.

Brown, ---
 Brown, Capt
 Brown, Mrs
 Brown, pseud
 Brown, A G

John (compound forenames)

John de Burgh, see Burgo, Joannes de

John Gabriel, sister

John of Austria, see Juan de Austria

John of Gaunt, duke of Lancaster

John of Lancaster, duke of Bedford

John of the Cross, Saint, see Juan de la Cruz, Saint

John (surname)

John, Alois

John (titles, etc.)

John and Joan

John of Bordeaux (Old play)

Note 1 Lunderfelt (397) calls for more classes viz., (1) Saints (2) Popes, (3) Emperors, (4) Kings, (5) Sovereign princes, (6) Other princes of sovereign houses, (7) Noblemen, (8) Others. Library practice varies as to the number of classes

Note 2. Some libraries arrange compound forenames after the single forenames in the class to which each belongs

18. Forename entries. Arrangement 2 (After surname)

Arrange ■ forename entry after the surname entries of the same name, interfiling with titles and other headings beginning with the same word. Include compound forename entries. Alphabet with regard to all words, articles and prepositions included

Additional examples under Mary and Thomas will be found in Appendix I

Charles (surname)

Charles, David

Charles, William

Charles-Roux, François*

Charles (forenames, titles, etc.)

Charles (a title)

Charles Alexander, duke of Lorraine

Charles, archduke of Austria, see Karl, etc

Charles Auchester, a novel

Charles Borromeo, Saint, see Carlo Borromeo, Saint

Charles City, Iowa

Charles, count of Angoulême, duke of Orléans, see

Charles d'Orléans

Charles, count of Valois

Charles d'Orléans

Charles de Lorraine, duke of Lower Lorraine

Charles de Saint Paul, see Vialart, Charles, bp

Charles Dickens in London

Charles, duke of Burgundy (le Teméraire)

Charles II, duke of Lorraine

Charles, duke of Orléans, count of Angoulême, see

Charles d'Orléans

Charles Emanuel I, duke of Savoy, see Carlo

Emanuele I, etc.

Charles V, emperor of Germany, see Karl V, etc
 Charles family
 Charles II, king of France (le Chauve)
 Charles II, king of Great Britain
 Charles, king of the Franks, see Charlemagne
 Charles, le Chauve, see Charles II, king of France
 (le Chauve)
 Charles, le Tézénaire, see Charles, duke of Burgundy
 (le Tézénaire)
 Charles Louis de Bourbon, duke of Parma
 Charles Martel, mayor of the palace
 The Charles men
 Charles, père
 Charles, the Bald, see Charles II, king of France
 (le Chauve)
 Charles, the Bold, see Charles, duke of Burgundy
 (le Tézénaire)
 Charles, the Great, see Charlemagne
 Charles the Second, a play

*If Rule 20 b is adopted, this compound surname will file with the forenames, titles, etc

19 Surname entries

Arrange headings of the same surname as follows —

a) A surname alone or followed only by an appellative or a designation (descriptive phrase, title of honor, etc) precedes the same surname with initials or forenames.

b) A surname followed by an initial precedes the same surname followed by a fully written-out forename beginning with the same initial letter

c) When both surnames and forenames are the same, arrange chronologically by date of birth, if known, otherwise by date of death or by period as given in the heading

d) A name without date precedes the same name with dates. Arrange the names without date by the distinguishing designation following the name

e) A pseudonym files after a real name alone, but before the same name followed by dates. It interfiles alphabetically with other designations

f) Disregard titles of honor and distinction such as Capt., Dr., Hon. Lady, Mlle., Mme., Mrs., Sir, etc., before a name and Bp., D.D., F.R.S., LL.D., baron, comte, graf, etc., after a name, unless it is necessary to distinguish between names that would otherwise be identical

Brown, ---

Brown, Capt

Brown, Mrs

Brown, pseud

Brown, A G

Brown, Albert
 Brown, Mrs. Augusta
 Brown, B. L.
 Brown, John
 Brown, John, genealogist
 Brown, John, of Great Yarmouth
 Brown, John, philomath
 Brown, John, pseud.
 Brown, Sir John
 Brown, John, 1716-1766
 Brown, John, d 1811
 Brown, John, 1810-1882
 Brown, John A
 Brown, Sir John Abercrombie
 Brown, John Allen
 Brown, Peter, fl 1776
 Brown, Peter, 1764-1863
 Brown, R. A
 Brown, R Grant
 Brown, Ralph
 Browne, Charles Albert

20. Surname entries—Compound surnames

a) Arrange surnames compounded of two or more words after the simple surname, but before titles and other headings beginning with the same word

Hall, William
 Hall-Quest, Alfred
 Hall-Wood, Mary
 Hall & Patterson
 HALL FAMILY
 HALL MARKS
 HALL OF FAME

The above rule is based on Cutter (313) If a straight alphabetical order is preferred, adopt the following alternative —

b) **ALTERNATIVE RULE** Arrange personal surnames compounded of two or more words after the simple surname, interfiled in alphabetical order with titles and other headings beginning with the same word

Hall, William
 Hall & Patterson
 HALL FAMILY
 HALL MARKS
 HALL OF FAME
 Hall-Quest, Alfred
 Hall-Wood, Mary
 Hallam, Arthur

21. Names of clan, family, house, dynasty, etc

a) Interfile a surname followed by "clan," "family," "House of,"

"Dukes of," etc., alphabetically with the titles and other entries following the simple surname. Disregard an inversion.

Compound surnames followed by "family," etc., follow their specific form of name

Lloyd, William	Medici, Lorenzo de', 11
Lloyd George, David	Magnifico
LLOYD GEORGE FAMILY	Medici, Michele
Lloyd-Williams, Richard	Medici-Tornabuoni, Alfonso
Lloyd brothers, Cincinnati	Cosimo de'
LLOYD FAMILY	Medici antiqui omnes
Lloyd guide to Australia	MEDICI, HOUSE OF
Lloyd library	

b) ALTERNATIVE RULE. If Rule 20 b has been adopted, the order of entries will vary slightly, as follows —

Lloyd, William	Medici, Lorenzo de'
Lloyd brothers, Cincinnati	Medici, Michele
LLOYD FAMILY	Medici antiqui omnes
Lloyd George, David	MEDICI, HOUSE OF
LLOYD GEORGE FAMILY	Medici-Tornabuoni, Alfonso
Lloyd guide to Australia	Cosimo de'
Lloyd library	
Lloyd-Williams, Richard	

22. Firm names

a) Arrange the name of a firm in which forenames or initials follow the first name in its alphabetical place among the personal names.

Arrange a firm name without forename, a compound firm name, or a phrase firm name alphabetically with the titles and other headings following the same name as surname

Fraser, Alice
 Fraser, Arthur, 1893-
 Fraser, Arthur, and company
 Fraser, Charles
 Fraser, William
 Fraser-Knight, James
 Fraser & Charles
 FRASER FAMILY
 Fraser, firm, booksellers, London
 The Fraser murder case
 Fraser, Smith & co

b) ALTERNATIVE RULE. If Rule 20 b has been adopted, the order of entries will vary slightly as follows

Fraser, Alice
 Fraser, Arthur, 1893-
 Fraser, Arthur, and company
 Fraser, Charles
 Fraser, William

Fraser & Charles
 FRASER FAMILY
 Fraser, firm, booksellers, London
 Fraser-Knight, James
 The Fraser murder case
 Fraser, Smith & co.

23. Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places

Holland, Edward James
 Holland, Henry Fox, 1st baron
 Holland, Henry Scott
 Holland (Province)
 London, Alfred
 London, Arthur, bp. of, *see* Winnington-Ingram, Arthur
 Foley, bp. of London
 London, Jack
 London, Conn

24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet, but in actual practice, when the same heading is used for the three kinds of entry, the strictly alphabetic order has been broken down into more or less complex classed arrangements. This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult. In recent years there has been a reaction in favor of a more nearly alphabetic arrangement. Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37). Both arrangements are in use in libraries of different types and different sizes and both are equally recommended.

The first arrangement, designated as the *Classed order*, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified.

The second arrangement is designated as the *Alphabetic order*, because it retains an alphabetic arrangement wherever practicable.

a) *Classed order*

- (1) When the same word, or combination of words, is used as the heading of different kinds of entry, adopt the fol-

- lowing order person, place, subject (other than person or place), title
- (2) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name.
 - (3) Subdivisions under person, place or subject file after the person, place or subject without subdivision and before other headings beginning with the same word.

Love (person)

Love, John L

LOVE, JOHN L

Love, William

LOVE (subject)

LOVE

LOVE - POETRY, see LOVE POETRY

LOVE - QUOTATIONS, EPIGRAMS, ETC

LOVE (IN TECHNOLOGY)

Love (titles, etc.)

Love

Love and beauty

Love-letters

LOVE POETRY

Love songs, old and new

Baltimore (person)

Baltimore, Frederick Calvert, 7th Baron

Baltimore (place subject)

Baltimore

BALTIMORE - Board of Health

BALTIMORE - BOARD OF HEALTH

Baltimore - Fire Dept

BALTIMORE (place subject)

BALTIMORE

BALTIMORE - DESCRIPTION

BALTIMORE - HISTORY

BALTIMORE, MD (another place)

Baltimore (titles, etc.)

Baltimore American

BALTIMORE CO., MD

Baltimore, past and present

b) Alphabetic order

- (1) When the same word, or combination of words, is used as the heading of different kinds of entry arrange the entries alphabetically by the word following the entry word. Disregard kind of entry and form of heading except as follows —
- (2) Arrange personal surnames before the other entries beginning with the same word.

Fraser & Charles
 FRASER FAMILY
 Fraser, firm, booksellers, London
 Fraser-Knight, James
 The Fraser murder case
 Fraser, Smith & co

23 Nobleman's title and bishop's see

Arrange a nobleman's title under which entry is made, and the name of a bishop's see from which reference is made to the family name, among personal names and not with places

Holland, Edward James
 Holland, Henry Fox, 1st baron
 Holland, Henry Scott
 Holland (Province)
 London, Alfred
 London, Arthur, bp of, *see* Winnington-Ingram, Arthur
 Foley, bp of London
 London, Jack
 London, Conn

24. Order of entries

A dictionary catalog theoretically consists of author, subject and title entries interfiled to form a single alphabet, but in actual practice, when the same heading is used for the three kinds of entry, the strictly alphabetic order has been broken down into more or less complex classed arrangements. This tendency, in some cases, has been carried to an extreme which renders a card catalog unnecessarily difficult to consult. In recent years there has been a reaction in favor of a more nearly alphabetic arrangement. Two orders of arrangement are, therefore, outlined below and are fully explained and illustrated in the rules and examples for arrangement under Place (Rules 31-32), Subject (Rules 33-35) and Title (Rule 37). Both arrangements are in use in libraries of different types and different sizes and both are equally recommended.

The first arrangement, designated as the *Classed order*, is based on Cutter (300) and has long been in general use, although in its application the Cutter rule has been variously interpreted, amplified and modified.

The second arrangement is designated as the *Alphabetic order*, because it retains an alphabetic arrangement wherever practicable.

a) *Classed order*

- (1) When the same word, or combination of words, is used as the heading of different kinds of entry, adopt the fol-

25.-26. ARRANGEMENT UNDER AUTHOR

Rule 25 covers the general alphabetic arrangement of entries under an author's name

When, however, under a classic or voluminous author, the alphabetic order becomes difficult to consult because of the number of titles, editions, translations, etc., a grouping of entries should be introduced. Rule 26 a offers a simple grouped arrangement, adapted to the use of

25. General arrangement under author

Under an author's name, personal or corporate, arrange the entries in two files (a) works by the author, (b) works about the author

a) Works by the author

- (1) Arrange in one file all the entries, both main and secondary, for a person as author, joint author, compiler, editor, illustrator, translator and general added entry. Subarrange alphabetically by the title of the book.

Note An earlier practice still followed in some libraries, is to arrange the secondary author entries in a separate alphabet after the main author entries. This practice is not recommended because users of the catalog overlook entries so filed.

- (2) In interfiling the secondary author entries with the main author entries, disregard the main author heading on the secondary entry cards and subarrange by title. To make this clear, underline the word in the title by which the entry is subarranged, or line out the main entry heading.

Optional exception When a secondary entry is the editor or translator of another person's work, especially in the case of classic authors, subarrange by the main author heading instead of by the title. But do not do so if the editor or translator may be looked for as the author of the book either because of the wording or typography of the title page or because the editorial work is as important as the text. Since this is a matter of judgment, the filing should be clearly indicated by the cataloger

- (3) At the beginning of a title the author's name, even in the possessive case, may be disregarded, but not if it forms an integral part of the title.

This almost universal practice is adopted for practical convenience because users of the catalog may not know the designation or fore-name of the person sought and are confused and annoyed at having to search through so many entries that are not personal names

Note Small libraries may prefer to interfile personal names also ¹³

- (3) Subject entries under a personal or corporate name are to be filed immediately after the author entries for the same name
- (4) When title and subject headings are identical, file the title entries after the subject entries

This segregation of title entries facilitates the search for a title when the author is not known, especially when the subject entries are numerous. In order that the title entries may not be overlooked, a guide-card should be used

When, however, subject entries are few or the subject is a place, the title entries may be interfiled with the subject entries arranging by the main heading of the book. This practice is recommended to small libraries (cf Rule 32 c)

Love, John L.
 LOVE, JOHN L.
 Love, William
 LOVE
 Love
 Love and beauty
 LOVE (IN THEOLOGY)
 Love-letters
 A love match
 LOVE POETRY
 LOVE - QUOTATIONS, MAXIMS, ETC
 Love songs, old and new

Baltimore, Frederick Calvert, 7th baron,
 Baltimore American
 Baltimore and Ohio magazine
 BALTIMORE CO., MD
 Baltimore, Md ¹⁴
 BALTIMORE, MD
 Baltimore, Md - Board of health
 BALTIMORE, MD BOARD OF HEALTH
 BALTIMORE, MD - DESCRIPTION
 Baltimore, Md Fire dept
 BALTIMORE, MD - HISTORY
 Baltimore, Ohio
 Baltimore, past and present
 Baltimore weekly magazine

¹³ S. S. Akers, *Simple library cataloging* (Chicago: American library association, 1927), p 70

¹⁴ The name of the state has to be inserted to maintain the alphabetic order (See Rule 32 d Note)

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded

McPherson

A course in general chemistry	4th ed	1936
_____	2d ed	1921
_____		1915
_____		1913

Stevenson

A child's garden of verse.	N Y ,	Appleton, 1923
_____	N Y ,	Crowell, c1918
_____	Cambridge, Eng ,	Heffer, 1922
_____ illus by Ford	Akron, O ,	Scalfield, 1909
_____	N Y ,	Scribner, 1909
_____ with illus by Smith	N Y ,	Scribner, 1930
_____ illus by Hoé	N Y ,	Sears
_____ . introd and notes by Weekes	Philadelphia,	Winston, 1928

Note The Stevenson example shows arrangement by publisher. Arrangement by illustrator is shown in the Lang example following by editor in the examples under Rule 26.

- (7) Translations. Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

- (a) Arrange each translation alphabetically, by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

Master-link

Der blaue vogel

Master-link

The blue bird

The library has this book also in French

(l'oiseau bleu) and in German (Der blaue vogel)

Master-link

Death

Master-link

Mama Vanna

Master-link

La mort

Master-link

L'oiseau bleu

- (b) ALTERNATIVE RULE. Arrange translations alphabetically by language immediately after the original title. The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26 c)

Cicero

(Cicero's) L'amié

(Cicero's) Offices

(Cicero's) select orations

(Cicero's) selected orations

Shakespeare

(Shakespeare's) As you like it

(Shakespeare's) historical plays

Shakespeare adaptations

Shakespeare's genius

- (4) **Analytics** Alphabet an author analytic by the title of the analytic, not by the title of the book. If there are two analytics of the same title subarrange by the main entry of the book.

If the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any.

O'Neill

The emperor Jones, Different, The straw

O'Neill

The emperor Jones (In Church Curtains)

O'Neill

- The emperor Jones (In Locke Plays of Negro life)

Note It is clearer if the title as well as the author of the analytic is typed in the heading. Otherwise the analytic title should be underlined where it appears on the card.

- (5) **Criticisms** File a criticism of a particular title, edition or translation, immediately after the entry for that title, edition or translation.
- (6) **Editions** Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served.

For scientific, technical and other factual material, arrangement by date is usually important. The latest edition may be filed first by arranging the dates in reverse order.

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries. Editions with or without editor, when better known by series (e.g. Loeb classics), should be arranged by series. Arrangement by date better meets the needs of university libraries but may be used wherever preferred. (Cf Rule 26 b)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc.

Editions of the same title and same publisher or editor are subarranged by date.

Variations in subtitle may usually be disregarded

McPherson

A course in general chemistry	4th ed	1930
_____	2d ed	1921
_____		1915
_____		1913

Stevenson

A child's garden of verses	N Y, Appleton, 1923
_____	N Y, Crowell, c1918
_____	Cambridge, Eng, Haffer, 1922
_____ illus by Burd	Akron, O, Garfield, 1929
_____	N Y, Scribner, 1909
_____ with illus by Smith	N Y, Scribner, 1930
_____ illus by Hoe	N Y, Sears
_____ . introd and notes by Weeks	Philadelphia, Winston, 1928

Note The Stevenson example shows arrangement by publisher. Arrangement by illustrator is shown in the Lang example following by editor in the examples under Rule 26.

- (7) Translations Either of the following arrangements may be used. The second is suitable for large collections and for voluminous authors.

- (a) Arrange each translation alphabetically by its own title. A note under the English title may be used to refer to the title under other languages, if needed.

Master-piece

De- blae vogel

Master-piece

The blue bird

The library has this book also in French

(L'oiseau bleu) and in German (De- blae vogel)

Master-piece

Death

Master-piece

Mona Vanna

Master-piece

La mort

Master-piece

L'oiseau bleu

- (b) ALTERNATIVE RULE: Arrange translations alphabetically by language immediately after the original title. The original title and the language of the translation should appear in the heading of the card. Refer from the title of the translation.

(For an alternative arrangement see Rule 26 c)

Cicero

(Cicero's) *L'amitié*

(Cicero's) *Offices*

(Cicero's) *select orations*

(Cicero's) *selected orations*

Shakespeare

(Shakespeare's) *As you like it*

(Shakespeare's) *historical plays*

Shakespeare adaptations

Shakespeare's genius

- (4) **Analytics** Alphabet an author analytic by the title of the analytic, not by the title of the book. If there are two analytics of the same title subarrange by the main entry of the book.

If the title of an analytic and of a separate work are the same, file the separate work first, disregarding a subtitle or a second title, if any.

O'Neill

The emperor Jones, Different, The straw

O'Neill

The emperor Jones (In Church. Curtains!)

O'Neill

- *The emperor Jones (In Locke's Plays of Negro life)*

Note It is clearer if the title as well as the author of the analytic is typed in the heading. Otherwise the analytic title should be underlined where it appears on the card.

- (5) **Criticisms** File a criticism of a particular title, edition, or translation immediately after the entry for that title, edition or translation.
- (6) **Editions** Editions of the same title may be variously arranged depending partly on the character of the material and partly on the type of library to be served.

For scientific, technical and other factual material, arrangement by date is usually important. The latest edition may be filed first by arranging the dates in reverse order.

For belles-lettres, arrangement by publisher, editor, translator, or illustrator is to be preferred in public libraries. Editions with or without editor, when better known by series (e.g. Loeb classics), should be arranged by series. Arrangement by date better meets the needs of university libraries but may be used wherever preferred. (Cf Rule 26 b)

Editions arranged by date only, should precede editions arranged by publisher, editor, etc.

- LANG, ANDREW
 THE MAKING OF RELIGION
 Tyrrell, George
 The faith of the millions, v 2
 Lang, Andrew, tr
 Homer
 The Odyssey
 Lang, Andrew
 La Pucelle de France
 Lang, Andrew, ed.
 The red fairy book . with numerous illus by
 A J Ford and Lancelot Speed London, Long-
 mans, 1890
 ———, with illus by M DeV Lee Philadel-
 phia, Macrae Smith, [1927]
 ——— introd and notes by M D Holmes, illus ,
 by Frederick Richardson Philadelphia, Wins-
 ton, [1930]
 ———, illus by Gustaf Tenggren Philadelphia,
 McKay, 1924
 Lang, Andrew. lit auth
 haggard, Sir H R
 The world's desire
 LANG, ANDREW
 Gordon, G S
 Andrew Lang
 LANG, ANDREW
 Rait, R S
 Andrew Lang as historian

If the optional exception (a 2) is adopted, the order of entries
 would vary as follows —

- Lang, Andrew
 Adventures among books
 Lang, Andrew
 Complete works
 Lang, Andrew
 Homer and the epic
 Lang, Andrew, tr
 Homer
 The Iliad
 Lang, Andrew, tr
 Homer
 The Odyssey
 Lang, Andrew, ed
 Lang, Mrs Leonora Blanche
 Book of saints and heroes
 Lang, Andrew
 The making of religion

Masterlinck
 The blue bird
 Translations are filed alphabetically by
 language after the original title
 L'oiseau bleu
 Masterlinck
 La mort
 Masterlinck (La mort : English)
 Death
 Masterlinck
 L'oiseau bleu
 Masterlinck (L'oiseau bleu English)
 The blue bird
 Masterlinck (L'oiseau bleu German)
 Der blaue vogel

(Note Only one reference is shown in the above examples)

b) *Works about the author*

- (1) Arrange in a second file the entries for works about the author, alphabetizing by the main entry of the book, or, if an analytic, by the author of the analytic

Exception The subject entry for a criticism of an individual title files immediately after the author entries for the title (cf a 5 preceding)

- (2) Arrange subject subdivisions alphabetically by the subdivision (See examples under Rule 26)

Lang, Andrew
 Adventures among books
 Lang, Andrew, ed
 Lang, Mrs Leonora Blanche
 Book of saints and heroes
 Lang, Andrew
 Complete works
 Lang, Andrew
 Homer and the epic
 Lang, Andrew, tr
 Homerus
 The Iliad
 Lang, Andrew
 Late Jacobite tracts (In Bibliographica)
 Lang, Andrew
 The Maid of France
 The library has this title also in
 French (La Pucelle de France)
 Lang, Andrew
 The making of religion

Note For public libraries, arrangement under the best known English title may be preferred, with reference from the original title, e.g., under Cicero use the title *Friendship* and refer from *Amicitia*, *De amicitia*, Laelius.

(4) Works about the author

See Rule 25 E

Cicero Complete works Latin text

Arranged by editor, series or publisher, disregarding wording of title

Opera ed stereotypa	1816-22 ⁹
Opera	Reiter 1860-69
M Tullii Ciceronis opera	Ernesti 1810
M Tullii Ciceronis opera omnia	Ernesti 1819
Opera	Groschovius 1692
Scripta quae manserunt omnia	Klotz 1855-83
M Tullii Ciceronis opera	Lallemand 1768
Opera	Olivet 1758

Cicero Complete works (Translations)

Arranged by language and under language by translator

The works of Cicero	English	
Oeuvres	French	Du Ryer
Oeuvres complètes	French and Latin ¹⁶	Nisard
Oeuvres complètes	French	Prévost

Cicero Selected works : Selections, etc (Latin text)

Arranged by title

Ars oratoria; selections	
Cicero's correspondence	
Cicero's idioms	
De officiis; De amicitia, De senectute, Paradoxa	17
Eleven orations of Cicero	
EPISTOLAE	
Boet Observaciones criticae	
Epistolae ad familiares	
EPISTOLAE AD FAMILIARES	1474
Scholderer A supposed Foligno edition of 1474	
(Cicero's) essays on old age and friendship; and	
Cicero's Oration for Milo	
Extracts from Cicero	
Offices, essays and letters of Cicero	
Orationes et epistolae selectae	
Orations; ed by Moore	
Orations; ed by Yonge	
Select orations and letters	
(Cicero); ten orations and selected letters	
Thesaurus	

Cicero Selected works Selections (Translations)

Arranged by language and under language by translator ¹⁸

¹⁶ May be arranged with original texts if preferred.
¹⁷ May file among Single works under first title if preferred.
¹⁸ May file by title under language, if preferred.

Lang, Andrew, jt auth
Haggard, Sir R.H
The world's desire

For an arrangement under Shakespeare, see the Comprehensive example, Appendix V

26. Special arrangement under classic and voluminous authors

It is difficult for users of the catalog to locate a specific title, edition or translation under a classic author in even a medium-sized collection, therefore great care should be taken that guide-cards indicate clearly the grouping and arrangement of entries. Notes on the guide-cards should explain the order and method of alphabetizing within each group

a) Arrangement 1

Arrange entries in the following main groups (1) Complete, or nearly complete, works, (2) Selected works, Selections, etc., (3) Single works, (4) Works about the author

(1) Complete works

Disregard wording of title and arrange by editor, or, if no editor, by series or publisher if well known, otherwise by date (cf Rule 25 a 5-7)

(2) Selected works (partial collections, collected fragments and spurious works) Selections (anthologies, quotations, etc) Arrange by title and subarrange according to Rule 25 a

Note 1 When the title of a partial collection, consisting of two or more works begins with the title of the first work (e.g., *Cicero, De senectute et De amicitia*), the entry is probably better filed with the entries for the first work under Single works, disregarding the other titles in the entry. Added entry may be made for the other title or titles

Note 2 Selections (anthologies, extracts, quotations and other miscellanea) may, if preferred form a separate group arranged before or after Single works.

(3) Single works (including fragments of a single work and single spurious or attributed works)

Arrange alphabetically by the best-known title in the original language¹⁵ Indicate the titles by guide-cards and refer from other forms of the title and from well-known forms of the English title

Under each title subarrange the entries like *Complete works*

¹⁵ It is suggested that the Library of Congress Classification schedules for class P-PZ (Literature) be used to establish the original titles.

Sempron Scipionis
Conway From Cyprian to Cicero

CICERO Works

Foissier

Cicero and his friends

Conway

Lakers of Europe

Caesar the destroyer The originality of Cicero

Peter-son

Cicero, a biography

CICERO - BIBLIOGRAPHY

CICERO - LANGUAGE

Shakespeare Complete works (Includes complete dramatic works)

Arranged by editor e.c., disregarding wording of title
Shakespeare's comedies, histories and tragedies 1623
(rep- 1902)

W- William Shakespeare's comedies, histories and
tragedies 1632 (rep- 1909)

Complete works 190-9

Bell's edition of Shakespeare

The family Shakespeare, ed by Bowdler

Complete works, ed by Craig (Oxford Shakespeare)¹²

Oxford Shakespeare the complete works, ed by Craig¹³

Works ed by Colman (Temple Shakespeare)¹⁴

Pictorial edition ed by Knight 1839-43

Knights cabinet edition 1851

Pictorial edition ed by Knight 2d rev ed 1867

Shakespeare Complete works (Translations)

Arranged by language and under language by translator

Shakespeare'n draama ja Finnish Cajander

Oeuvres dramatiques French Duval

Oeuvres complètes French Guizot

Shakespeare's dramatische werke German Schlegel

Shakespeare Poetical works (Collected and Selected)

For the Sonnets alone, and for single poems (e.g., Venus and
Adonis) see the list of Single works. Collections and selections of
the poems are arranged by title.

A book of Shakespeare's songs

Poems (Ariel edition)

Poems ed by B-coats

Poetical works of Shakespeare and Jonson

Songs and sonnets, ed by Palgrave

Songs and sonnets, illus by R. Hinck

Songs from the plays

Under the green-wood tree, songs from the plays

¹² May be arranged by series, if preferred.

¹³ May be arranged by "Oxford," if preferred.

- Cicero's essays on Old age and Friendship; also his Paradoxes English Edmonds
 Cicero's three books of offices; also his Cato major... [etc.] English Edmonds
 Letters to several of his friends English Melmoth
 Letters to his friends (Loeb classics) English Williams
 Lettres de Cicéron à ses amis French and Latin Prévost
- Cicero. Single works
 Academica (Academicæ quaestiones)
 Amicitia, see Laelius
 Ars rhetorica, see Rhetorica
 Brutus (De claris oratoribus)
 Cato major de senectute. (Latin text)
 Laelius et Cato major
 De senectute, dialogue on old age Allen
 Caxton: Tulle Of olde age Caxton & Sussebach
 Cato major de senectute. Laelius Crowell
 De senectute et De amicitia Dillaway
 Cato major de senectute Huxley
 Cato major et Laelius Stickney
 Cato major de senectute. (Translations)
 Arranged by language and under language by translator
 A defense of old age... English Houghton
 Cato major; or A discourse on old age... English Logan
 Cato, or An essay on old age... English Melmoth
- Consolatio
 De amicitia, see Laelius
 De claris oratoribus, see Brutus
 De consolations, see Consolatio
 De fato
 De finibus bonorum et malorum
 De inventione rhetorica, see Rhetorica
 De officiis
 De officiis. Atzert
 De officiis; tr .. M'Cartney
 DE OFFICIIS
 Adams. De officiis et paradoxa
 Nelson. De officiis in Christian thought
 De senectute, see Cato major
 Dream of Scipio, see Somnium Scipionis
 Friendship, see Laelius
 Laelius de amicitia
 Laelius et Cato major 1854
 De senectute et De amicitia Crowell
 Laelius de amicitia Reid
 Cato major et Laelius Stickney
 Laelius; a dialogue on friendship Shuckburgh
- Officia, see De officiis
 Old age, see Cato major
 On friendship, see Laelius
 On old age, see Cato major
 Rhetorica

King Henry IV

King Henry the Fourth

King Henry IV, part 1

The history of Henry the Fourth Part 1

King Henry IV, part 2

The second part of King Henry the Fourth

King Henry IV, part 2 (Translations)

Enrico IV (parte seconda) tr. Angeli Italian

King Richard III

Richard the Third, a tragedy

Loose [unclear and doubtful work]. see Loose
which is about nothing

The comedy of which is about nothing

Raigne of King Edward the Third, see Edward III
(Drama)

Richard III, see his King Richard III

Songs, see the file of Poetical works preceding
Sonnets

Shakespeare's Sonnets 1609 (rev. 1906)

Sonnets, and A lover's complaint Alden

The original order of

Shakespeare's sonnets

Shakespeare's sonnets

The sonnets

Sonnets (Translations)

Le secret de Shakespeare.

les sonnets

Shakespeare sonnets

Sonnetto

Sonnetos

Sonnets (Criticism)

Goëin A new study of the sonnets

Ketchum Remarks on the Sonnets

Taming of the shrew

A modern prompt book of Taming of

the shrew

The taming of the shrew

Catharine and Petruchio

The taming of the shrew, a comic

opera by Greiz

(A secondary entry with main entry under Goëin)

Shakespeare's comedy of the Taming

of the shrew

Taming of the shrew (Translations)

Amst der alle kinste

Der widerwärtigen züchtung

The noble kinsmen, see Fletcher, John The two noble

kinsmen

Venus and Adonis

Adaptation of Shakespeare's poem Venus and Adonis

The winter's tale

The comedy of the winter's tale, ed. by Hiestand

Shakespeare's The winter's tale ed. by Hudson

Shakespeare. Poetical works. (Translations)

Arranged by language and under language by translator
 Poems et sonnets French Lafond

Shakespeare. Poetical works. (Criticisms)

Lloyd, W W. Critical essays on the lays of Shakespeare

Shakespeare. Selected works. Selections, etc.

Arranged by title

For selections from the poetical works, see the file of Poetical works preceding

Aphorisms from Shakespeare

The beauties of Shakespeare

The children's Shakespeare

Comedies; ed. by Craig

Doubtful plays

Five plays of Shakespeare

Longman's school Shakespeare

The masques of Psyche [scenes]

Shakespeare adaptations

Shakespeare apocrypha

A Shakespeare festival [a secondary entry with this entry under Simons]

Shakespearean comedies; ed. by Hale

Tragedies, ed. by Craig

The will

Shakespeare. Selected works. (Translations)

Arranged by language

Shakespeare anthologies

Dramas [4 plays]; tr by Veratin

German

Spanish

Shakespeare. Single works

Arranged under each work by editor, series, etc., disregarding the wording of the title²¹

As you like it

As you like it; ed by Darton (Bankside edition)²²

As you like it (Ben Greet Shakespeare)

Shakespeare's As you like it Cooper

The comedy of As you like it (Eclectic classics)

Shakespeare's comedy of As

you like it

Rolfe

As you like it (Translations)

A piacer vostro Italian

Catharine and Petruchio, see his Taming of the shrew

Edward III, see Edward III (Drama)

Hamlet

Shakespeare's tragedy of Hamlet

Henry IV, see his King Henry IV

Julius Caesar

The plays of Shakespeare The tragedy of Julius

Caesar

²¹ Arrangement by title can be used, if preferred.

²² Arranged by edition because better known, but arrangement by editor would also be correct.

(4) *Single works*

Arrange alphabetically by the best known title in the original language (cf. 26 c3). Under each title subarrange as follows:—

- (a) Texts in the original language. Arrange like Complete works.
- (b) Translations. Arrange as under Complete works.
- (c) Criticisms, etc. Arrange alphabetically by author of the criticism. Exception: a criticism of a particular edition or translation files immediately after that edition or translation.

(5) *Spurious and doubtful works*

Arrange (a) Collections, (b) Single titles. Under each subarrange like Complete works.

(6) *Selections: anthologies, etc.*

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title.

(7) *Subject entries*

See Rule ■ b

c) *Arrangement 3 (ALTERNATIVE rule for large collections)*

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups.—1. Original texts, 2. Translations, 3. Biography and general criticism, 4. Criticism of individual works, 5. Other subject entries.

(1) *Original texts*

Arrange as follows:—

- (a) Complete works
- (b) Selected works
- (c) Single works
- (d) Spurious and doubtful works
- (e) Selections

Subarrange each section as in 26 b 1-6, omitting translations and criticisms.

(2) *Translations*

Arrange by language and under language subarrange according to the sections a-e under Original texts.

Note: English translations may be placed first, if preferred.

SHAKESPEARE *Works about*
 SHAKESPEARE — ADAPTATIONS
 SHAKESPEARE — AUTHORSHIP
 SHAKESPEARE — BIBLIOGRAPHY
 SHAKESPEARE — COMEDIES
 SHAKESPEARE — CONCORDANCES, INDEXES, ETC
 etc , etc

For a simplified arrangement of Shakespeare according to Rule 25 see the Comprehensive example, Appendix V

b) Arrangement 2 (For large reference collections)²³

Arrange entries in the following main groups — 1 Complete works, 2 Selected works Partial collections (miscellaneous), 3 Selected works Particular groups, 4 Single works, 5 Spurious and doubtful works, 6 Selections and thologies, extracts, quotations, etc, 7 Subject entries

(1) Complete works

Arrange in the following order —

(a) Manuscripts and facsimiles of manuscripts

Arrange by date A facsimile is arranged by date of the original.

(b) Texts in the original language

Arrange first by date and then by editor, disregarding variations in the wording of the title Supply approximate date Facsimiles and reprints are arranged first by date of the original and secondarily by date of the reprint

(c) Translations

Arrange alphabetically by language and under language subarrange by date

(d) Criticisms of a particular edition or translation

Arrange immediately following the text of that edition or translation

(2) Selected works partial collections

Arrange like Complete works

(3) Selected works particular groups

Arrange alphabetically by the best known group-title in the original language, and under each group-title arrange the entries like Complete works

Note If the original language is not desired,
 other partial collections

as well as the single works (4)

²³ Since any general scheme has to be adapted to the individual author no examples are given under Rules 25 b and 26 c

(4) Single works

Arrange alphabetically by the best known title in the original language (cf. 26 a3) Under each title subarrange as follows —

- (a) Texts in the original language Arrange like Complete works.
- (b) Translations. Arrange as under Complete works.
- (c) Criticisms, etc. Arrange alphabetically by author of the criticism. Exception a criticism of a particular edition or translation files immediately after that edition or translation.

(5) Spurious and doubtful works

Arrange (a) Collections, (b) Single titles. Under each subarrange like Complete works.

(6) Selections anthologies, etc.

Arrange like Complete works. If preferred, the subarrangement under original texts and translations may be by title

(7) Subject entries

See Rule 25 h

c) Arrangement 3 (ALTERNATIVE rule for large collections)

The distinguishing characteristic of this alternative arrangement is that translations and criticisms form separate groups following the entire body of original texts.

Arrange the entries in the following main groups — 1. Original texts, 2. Translations 3. Biography and general criticism, 4. Criticism of individual works 5. Other subject entries

(1) Original texts

Arrange as follows —

- (a) Complete works
- (b) Selected works
- (c) Single works
- (d) Spurious and doubtful works
- (e) Selections

Subarrange each section as in 26 b 1-6, omitting translations and criticisms.

(2) Translations

Arrange by language and under language subarrange according to the sections a-e under Original texts.

Note English translations may be placed first, if preferred.

(3) Biography and general criticism

Arrange by main entry

(4) Criticism of single works

Arrange by the title of the Single work and subarrange by the author of the criticism.

(5) Other subject entries

See Rule 25 b

27 Corporate entries (Institutions, organizations, societies, etc)

For corporate entries under country, state city, etc, see Place arrangement (Rules 31-32) and example under US Congress (Rule 38 a)

a) Under the corporate author headings for institutions, societies etc (e g, churches, denominations, museums universities, etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25)

b) Arrange subdivisions, both author and subject, in one alphabet

Baptists	Alabama
Baptists	Alabama State convention
BAPTISTS	BIOGRAPHY
Baptists	Board of education
BAPTISTS	HISTORY
Baptists	Massachusetts Berkshire association
BAPTISTS	OREGON
Baptists	Oregon General association
BAPTISTS	U S

Catholic church	
CATHOLIC CHURCH	
CATHOLIC CHURCH	BIBLIOGRAPHY
Catholic church	Catechisms
CATHOLIC CHURCH	CATECHISMS AND CREEDS
Catholic church	Councils
CATHOLIC CHURCH	DISCIPLINE
CATHOLIC CHURCH	HISTORY
Catholic church	Liturgy and ritual
CATHOLIC CHURCH	LITURGY AND RITUAL
Catholic church	Pope
Catholic church	Treaties

Harvard university	
HARVARD UNIVERSITY	
Harvard university	Arnold arboretum
HARVARD UNIVERSITY	BIOGRAPHY
Harvard university	Class of 1883
Harvard university	Class of 1901
Harvard university	Dental school
Harvard university	Dramatic club
HARVARD UNIVERSITY	EXAMINATIONS

Harvard university	harvard alumni association
Harvard university	Library
HARVARD UNIVERSITY	LIBRARY

When a large number of entries exist under a corporate heading a special scheme of arrangement may become advisable. Author and subject entries may be separated, and/or geographical subdivisions may be formed into a separate group. The Library of Congress indicates by the use of bold faced type that, under a university, entries for alumni, student and similar organizations (e.g., Harvard university Class of 1901, Harvard university Dramatic club) may be filed separately. Such variations from a single alphabet should be made by large libraries as the need for them arises.

28-30 ANONYMOUS CLASSICS BIBLE AND OTHER SACRED BOOKS

Variation of cataloging practice in the formation of Bible and other anonymous classic headings makes it difficult to formulate a generally acceptable filing arrangement. The Library of Congress is revising its Bible headings to give language division precedence over form division in main-entry headings, e.g., Bible, *English Selections* instead of Bible *Selections, English*, and by using the latter as an added entry, makes possible a double arrangement. See Conspectus of L.C. Bible arrangement, Appendix IV. Since few libraries require this elaborate system of double entries and double arrangements, the following schemes are recommended —

Rule 28 is an arrangement, based on the Library of Congress revised headings, that is suitable for large collections.

Rule 29 is a simplified, more nearly alphabetic arrangement, suitable for smaller and medium sized collections.

For a strictly alphabetical arrangement for small collections, see Appendix V.

28. Bible. For large collections, based on Library of Congress revised headings.

Arrange Bible entries in groups in the following order —

- a) Bible Manuscripts

Arrange by language and under each language by parts. Refer from the parts, viz. Bible OT Manuscripts, see Bible Manuscripts, Language OT

- b) Bible as a whole

- (1) Texts arrange alphabetically by language. A polyglot Bible may file before the single languages or in its alphabetical place.

Under each language subarrange in two main groups —

(3) Biography and general criticism

Arrange by main entry

(4) Criticism of single works

Arrange by the title of the Single work and subarrange by the author of the criticism.

(5) Other subject entries

See Rule 25 b

27 Corporate entries (Institutions, organizations, societies, etc)

For corporate entries under country, state city etc, see Place arrangement (Rules 31-32) and example under US Congress (Rule 38 ■)

a) Under the corporate author headings for institutions, societies etc (e.g, churches, denominations, museums universities etc.) arrange titles and added entries according to the rules adopted for personal author entries (Rule 25)

b) Arrange subdivisions, both author and subject in one alphabet.

Baptists	Alabama
Baptists	Alabama State convention
BAPTISTS	BIOGRAPHY
Baptists	Board of education
BAPTISTS	HISTORY
Baptists	Massachusetts Berkshire association
BAPTISTS	OREGON
Baptists	Oregon General association
BAPTISTS	U S

Catholic church	
CATHOLIC CHURCH	
CATHOLIC CHURCH	BIBLIOGRAPHY
Catholic church	Catechisms
CATHOLIC CHURCH	CATECHISMS AND CREEDS
Catholic church	Councils
CATHOLIC CHURCH	DISCIPLINE
CATHOLIC CHURCH	HISTORY
Catholic church	Liturgy and ritual
CATHOLIC CHURCH	LITURGY AND RITUAL
Catholic church	Pope
Catholic church	Treaties

Harvard university	
HARVARD UNIVERSITY	
Harvard university	Arnold arboretum
HARVARD UNIVERSITY	BIOGRAPHY
Harvard university	Class of 1883
Harvard university	Class of 1901
Harvard university	Dental school
Harvard university	Dramatic club
HARVARD UNIVERSITY	EXAMINATIONS

Bible Manuscripts

Bible Manuscripts, Church Slavie N T Gospels
 Bible Manuscripts, Gothic Codex argenteus
 Bible Manuscripts, Greek Codex vaticanus
 BIBLE MANUSCRIPTS, GREEK CODEX VATICANUS
 Bible Manuscripts, Greek O T Genesis
 Bible Manuscripts, Greek N T Codex vaticanus
 Bible Manuscripts, Latin O T Psalms
 BIBLE MANUSCRIPTS
 Bible Manuscripts Facsimiles

Bible Texts, arranged by language

Bible Polyglot 1901
 Bible Armenian
 Bible English 1881 Revised
 Bible English 1911 Authorized
 Bible English 1922 Moffatt
 Bible English 1931 Authorized
 Bible English Paraphrases 1902
 The Christ of the ages in words of Holy writ
 Bible English Paraphrases 1934
 The Bible in song
 Bible English Selections 1887
 Commands and promises for daily meditations
 Bible English Selections 1911
 The busy man's Bible
 Bible English Selections 1915
 Gems from the Bible
 Bible English Selections 1918-21
 The shorter Bible
 Bible English Selections 1929
 Familiar Bible quotations
 Bible French 1856 Martin
 Bible French 1858 Martin
 Bible French Selections
 Bible German 1880 Luther
 Bible German 1865 Alloli
 Bible German Paraphrases
 Bible Portuguese

BIBLE SUBJECT

BIBLE - BIBLIOGRAPHY
 BIBLE - COMMENTARIES
 BIBLE - HISTORY
 BIBLE - HISTORY OF BIBLICAL EVENTS
 BIBLE - INTRODUCTIONS

Bible Old Testament Texts

Bible O T Manuscripts
 and Bible Manuscripts
 Bible O T English 1917
 Bible O T English 1920
 Bible O T English Selections 1904
 Narratives of the beginnings of Hebrew history

(a) By date, and then by version or editor

ALTERNATIVE Libraries that prefer to keep versions together may do so by arranging first by version or editor and then by date entries with date only preceding those arranged by version, viz.,

Bible	English	1811	
	English	Authorized	1611
	English	Authorized	1763
	English	Douai	1852
	English	Fenton	1938
	English	Geneva	1590
	English	Moffatt	1926
	English	Moffatt	1935

(b) By form division, alphabetically, as

Bible	Language	Lessons, Liturgical
Bible	Language	Paraphrases
Bible	Language	Selections

Under the form divisions, the further subarrangement may be either by date (Library of Congress) or by title the latter of these is to be preferred by public libraries because the titles are usually distinctive

(2) Bible as subject

Arrange alphabetically by subject subdivision, and under each subdivision by main entry

c) Bible Old Testament

(1) Texts arrange as in b 1 above

(2) Subject arrange as in b 2 above

(3) Parts under each part arrange by language and by subject as above The parts of the Old and New Testaments may be arranged either in alphabetical or in canonical order The alphabetical is recommended since the canonical is no longer familiarly known. If the canonical is used the parts should be listed on a guide-card at the front of each drawer, or a numbered alphabetical index should be filed at the beginning of the section see Index table Appendix IV Groups of books such as the Pentateuch, should file in their alphabetical places or, if the canonical order is adopted before the first book of the group

d) Bible New Testament

Arrange like the Old Testament

e) Bible (titles etc)

FILING CATALOG CARDS

a) Bible as a whole

Arrange all divisions (language, form and subject) in one alphabet.

Under each language, subarrange texts by date and then, if needed, by version or editor (Cf Alternative under Rule 22 b 1 a)

When the same heading is used for a text and for a subject entry, the text precedes the subject.

b) Bible Old Testament

Arrange all divisions, including the parts, in one alphabet, subarranging texts as above

c) Bible New Testament

Arrange like Old Testament

d) Bible Titles, etc.

Bible

Bible 1881 Revised

Bible 1911 Authorized

Bible 1922 Moffatt

Bible 1931 Authorized*

BIBLE

BIBLE - ANTIQUITIES

Bible Armenian

BIBLE - BIBLIOGRAPHY

BIBLE - COMMENTARIES

Bible Dutch

Bible French

BIBLE MANUSCRIPTS

Bible Manuscripts Facsimiles

Bible Manuscripts, Greek Codex vaticanus

Bible Manuscripts, Greek O T Genesis

Bible Manuscripts, Greek N T

Bible Manuscripts, Latin O T Psalms

Bible Mass

Bible Paraphrases

The Bible in song

The Christ of the ages in words of Holy writ

Neue Bibel nachgedichtet von Kaegi

Récits sacrés

Bible Polyglot

BIBLE - PROPHECIES

Bible Selections

Die Bibel in auswahl für haus

The busy man's Bible

Familiar Bible quotations

Verien der Bibel

The shorter Bible

* If "English" is inserted in the heading these first four entries will file after Bible Dutch.

Bible	O T	English	Selections	1906
Bible stories (Old Testament)				
Bible	O T	German		1914
Bible	O T	Hebrew		1667
BIBLE	O T	<u>SUBJECT</u>		
BIBLE	O T	- ANTIQUITIES		
BIBLE	O T.	- BIOGRAPHY		
BIBLE	O T.	- COMMENTARIES		
Bible	O T	<u>Parts</u>		
Bible	O T	Amos	English	1911
Bible	O T	Amos	English	1929
Bible	O T	Amos	French	1913
BIBLE	O T	AMOS		
Bible	O T	Apocrypha	English	1888
BIBLE	O T	APOCRYPHA		
Bible	O T	Apocrypha	Baruch	
Bible	O T	Apocrypha	Esdras	
Bible	O T	Apocrypha	Maccabees	
Bible	O T	APOCRYPHA	MACCABEES	
Bible	O T	Apocrypha	1 Maccabees	
Bible	O T	Apocrypha	2 Maccabees	
Bible	O T	Apocryphal books		
Bible	O T	Chronicles	English	
Bible	O T	Chronicles	Latin	
BIBLE	O T	CHRONICLES		
Bible	O T	1 Chronicles		
Bible	O T	2 Chronicles		
Bible	O T	Daniel		
Bible	O T	Deuteronomy		
Bible	O T	Genesis		
Bible	O T	Heptateuch		
Bible	O T	Maccabees		
	<u>see</u>	Bible	O T	Apocrypha Maccabees
Bible	O T	Pentateuch		
Bible	O T	Samuel		
Bible New Testament				
Arrange like O T				
Bible <u>Titles, etc</u>				
Bible and science				
Bible in Spain				
Bible plays				

29 Bible Alphabetical order for smaller collections

This is a simplified scheme for libraries that prefer an alphabetical order under the Bible and its parts. The English language may be omitted if preferred in order to bring the English texts first. Language divisions have been dropped under subordinate parts of the Old and New Testaments because the libraries using this scheme will probably not have enough texts under any one part to make language division necessary.

30 Other anonymous classics and sacred books

c) Follow the same principles as for the arrangement of Bible entries.

An alphabetic interfiling of form and subject subdivisions is suggested unless the collection of entries is large.

Talmud	[texts]	
TALMUD		
Talmud	Appendices	
TALMUD	BIBLIOGRAPHY	
Talmud	Manuscripts	
Talmud	Selections English	
Talmud	Selections German	
Talmud	Baraitha	} or <u>inter-file the parts with</u> <u>the other subdivisions,</u> <u>as prescribed</u>
Talmud	Megillah	
TALMUD	Megillah	
Talmud	hashin	
Talmud	hashin English	
Talmud	Ye-nashnai	

b) When the name of an historical person is used in the heading of an anonymous classic, e g., Charlemagne (Romances etc.), the entry for the real person should precede the anonymous classic entries.

Charlemagne. 742-814
 CHARLEMAGNE. 742-814
 CHARLEMAGNE - CANONIZATION
 CHARLEMAGNE - PRIMA
 Charlemagne and his knights
 Charlemagne (Drama)
 Charlemagne Gesta Karoli Magni ad Carcasconem et
 harbonam
 Charlemagne (Romances, etc)
 Charlemagne Vita Karoli Magni sec XII
 Charlemagne Voyage à Jérusalem et à Constantinople
 Charlemagne Ystoria de Carolo Magno

31-32 PLACE ARRANGEMENT

Preliminary note Entries beginning with the same geographical name may be analyzed into the following types —

1. A place (city, state, country etc.) as a corporate author
 This includes the entries for works by the government of the place and by its official divisions i.e., bureaus, departments, offices, commissions, committees, the army, the navy, also the entries for the texts of charters, constitutions, laws and statutes, ordinances and treaties. And the subject entries for the same

- BIBLE - STUDY
 Bible Swedish
 BIBLE - VERSIONS
 Bible Old Testament
 Bible O T 1917
 Bible O T 1920
 BIBLE O T
 Bible O T Amos
 BIBLE O T AMOS
 BIBLE O T - ANTIQUITIES
 Bible O T Apocalypse of Baruch
 See Bible O T Apocryphal books Apocalypse of
 Baruch
 Bible O T Apocrypha
 BIBLE O T APOCRYPHA
 Bible O T Apocrypha Baruch
 Bible O T Apocrypha Esdras
 BIBLE O T - BIOGRAPHY
 Bible O T Baruch
 See Bible O T Apocrypha Baruch
 Bible O T Baruch, Apocalypse of
 See Bible O T Apocryphal books Apocalypse of
 Baruch
 Bible O T Chronicles *
 BIBLE O T CHRONICLES
 Bible O T I Chronicles
 Bible O T II Chronicles
 BIBLE O T - COMMENTARIES
 Bible O T German
 BIBLE O T - HISTORY
 Bible O T Italian
 Bible O T Manuscripts
 See Bible Manuscripts
 Bible O T Paraphrases
 Bible O T Pentateuch
 Bible O T Psalms
 Bible O T Psalms I-XX
 Bible O T Psalms XXIII
 Bible O T Psalms Paraphrases
 Bible O T Selections
 Bible New Testament
 Arrange like Old Testament
 Bible Titles, etc
 BIBLE AND SCIENCE
 The Bible and the child
 BIBLE IN LITERATURE
 Bible in Spain
 Bible plays
 Bible student's companion

Note The smaller public libraries may prefer to interfile all entries beginning with the word Bible in one straight alphabet. *See* Bible in the Comprehensive example Appendix V

30 Other anonymous classics and sacred books

a) Follow the same principles as for the arrangement of Bible entries.

An alphabetic interfiling of form and subject subdivisions is suggested unless the collection of entries is large

Talmud (texts)
 TALMUD
 Talmud Appendices
 TALMUD BIBLIOGRAPHY
 Talmud Manuscripts
 Talmud Selections English
 Talmud Selections German
 Talmud Barakoth
 Talmud Megillah
 TALMUD MEGILLAH
 Talmud Nashim
 Talmud Nashim English
 Talmud Yerushalmi

or interfile the parts with
 the other subdivisions,
 if preferred

b) When the name of an historical person is used in the heading of an anonymous classic, e.g., Charlemagne (Romances, etc.), the entry for the real person should precede the anonymous classic entries

Charlemagne, 742-814
 CHARLEMAGNE, 742-814
 CHARLEMAGNE - CANONIZATION
 CHARLEMAGNE - DRAMA
 Charlemagne and his knights
 Charlemagne (Drama)
 Charlemagne Gesta Karoli Magni ad Carcassonam et
 arbonam
 Charlemagne (Romances, etc)
 Charlemagne Vita Karoli Magni sec XII
 Charlemagne Voyage à Jérusalem et à Constantinople
 Charlemagne Ystoria de Carolo Magno

31-32 PLACE ARRANGEMENT

Preliminary note Entries beginning with the same geographical name may be analyzed into the following types —

- I A place (city, state, country, etc.) as a corporate author
 Thus includes the entries for works by the government of the place and by its official divisions, i.e., bureaus, departments, etc.

2
 3
 4

- BIBLE - STUDY
 Bible Swedish
 BIBLE - VERSIONS
 Bible Old Testament
 Bible O T 1917
 Bible O T 1920
 BIBLE O T
 Bible O T Amos
 BIBLE O T AMOS
 BIBLE O T - ANTIQUITIES
 Bible O T Apocalypse of Baruch
 see Bible O T Apocryphal books Apocalypse of
 Baruch
 Bible O T Apocrypha
 BIBLE O T APOCRYPHA
 Bible O T Apocrypha Baruch
 Bible O T Apocrypha Esdras
 BIBLE O T - BIOGRAPHY
 Bible O T Baruch
 see Bible O T Apocrypha Baruch
 Bible O T Baruch, Apocalypse of
 see Bible O T Apocryphal books Apocalypse of
 Baruch
 Bible O T Chronicles
 BIBLE O T CHRONICLES
 Bible O T I Chronicles
 Bible O T II Chronicles
 BIBLE O T - COMMENTARIES
 Bible O T German
 BIBLE O T - HISTORY
 Bible O T Italian
 Bible O T Manuscripts
 see Bible Manuscripts
 Bible O T Paraphrases
 Bible O T Pentateuch
 Bible O T Psalms
 Bible O T Psalms I-XX
 Bible O T Psalms XXIII
 Bible O T Psalms Paraphrases
 Bible O T Selections
 Bible New Testament
 Arrange like Old Testament
 Bible Titles, etc
 BIBLE AND SCIENCE
 The Bible and the child
 BIBLE IN LITERATURE
 Bible in Spain
 Bible plays
 Bible student's companion

Note The smaller public libraries may prefer to interfile all entries beginning with the word Bible in one straight alphabet. See Bible in the Comprehensive example Appendix V

is not of paramount importance, the two-group order (see alternative Rule 31 b) is recommended. The latter arrangement has the advantage of keeping in the same group the subject entries for a place as corporate author and the general subject entries for the place and thus eliminates many cross references.

(1) Place as corporate author (cf. Preliminary note 1-2)

Interfile in one alphabet the entries, both author and subject for the official divisions and for the nonofficial local institutions.

Note The Library of Congress on its printed cards distinguishes by the use of italics in the subhead, entries for official divisions from entries for nonofficial local institutions, e.g., Washington, D.C. Board of health (official) and Washington, D.C. Board of trade (nonofficial)

For those libraries that prefer to file nonofficial public institutions in the third group with societies and other organizations an example will be found under New York (Appendix I)

- (a) Arrange headings consisting of the place name followed by such terms as *defendant*, *plaintiff*, etc., before any of the official divisions.
- (b) Arrange headings of the official bureaus, departments, etc. and of local institutions by the first word of the subhead, e.g.

U S - Bureau of education

U S - Dept of agriculture

with reference from the distinctive subject word in the subhead, e.g.

U S - Education, Bureau of agg

U S - Bureau of education

- (c) **ALTERNATIVE.** Disregard the words Board of, Bureau of Dept. of etc., and alphabet by the topical word or phrase in the subhead. Underline the topical word and make a blanket reference from the disregarded phrase

Note The advantages of this alternative are that a person may remember the topical word but may not know whether the object of his search is a bureau, a board or a department, that in case of reorganization and change of name the distinctive part of the name is likely to be retained that there is a subject value in arrangement by topical word.

- 2 The local institutions (churches, libraries, museums, schools, universities, etc.) that are entered under the name of the place Both author and subject entries.
- 3 A place as subject, with the subject subdivisions
- 4 Other places of the same name (e.g., London, London, Ohio, London, Ont.) each of which may have entries as listed in 1-3 above
- 5 Societies and other organizations whose names begin with the place name (e.g., London mathematical society), both author and subject entries These are not necessarily located in the place
- 6 Geographical, ecclesiastical, and other headings beginning with the same name, such as counties, townships, rivers, lakes, gulfs, mountains, etc., e.g., New York (City), New York (Colony), New York (County), New York (State), London (Diocese), Los Angeles river, Washington County
- 7 Inverted headings, such as Concord, Battle of, Berlin, Treaty of, Washington, Fort Some of the inverted headings are also geographical headings, e.g., Washington, Mt., Mexico, Gulf of
- 8 Names of ships, etc., e.g., Pennsylvania (Battleship), Los Angeles (Airship)
- 9 Titles and phrase subject headings beginning with the same name

The problem is to combine these various types into one or more groups so that users of the catalog may locate a specific entry with a minimum of searching, and yet to have due regard to the needs of research workers. There has been no uniform library practice in the arrangement of place entries. Two orders of arrangement have therefore been selected for recommendation. Rule 31 gives a grouped order, either a three-group or a two-group arrangement, and Rule 32 gives a single group or straight alphabetic arrangement.

31. Place arrangement (Grouped order)

a) Three-group order

Arrange entries beginning with the same geographical term in three main groups, as follows —1 Place as corporate author with subject entries about the corporate author, 2 Place as subject, 3 Societies, organizations, titles, and all other entries beginning with the same geographical name

Note. The chief advantage of the three-group order is that it

London	New York (City)
London, Ohio	New York (Colony)
London, Ontario	New York (County)
	New York (State)

Author and subject entries are arranged under each place, as in a-b, but entries for societies, organizations, etc., without country, state, or other designation after the place name, file in a final group (3 above) after the entries for the separate places

London (corporate author and subject entries about corporate author)

London	
London	Aëronautical exhibition, 1868
London	Charing Cross hospital
London	Corporation
London	County council
LONDON	COUNTY COUNCIL
London	National gallery
LONDON	NATIONAL GALLERY
London	Ordinances
LONDON	ST PAUL'S CATHEDRAL
London	School board
London	Stationers' company
London	Stock exchange
LONDON	STOCK EXCHANGE
London	University
LONDON	UNIVERSITY

LONDON (subject entries about place)

LONDON - ANTIQUITIES

LONDON - COUNTY COUNCIL

For material on this subject, see
the preceding file

..

..

.. see

LONDON - WATER SUPPLY

London (Diocese)

London, Ohio

London, Ont

London, Ont Council

London, Ont University of western Ontario

LONDON, ONT

LONDON, ONT - ANTIQUITIES

London (titles, etc.)

London a guide

London and Londoners

London and Middlesex archaeological society

The objection to this arrangement is that there is no standard practice in regard to the adoption of the topical word. Some libraries disregard the topical order when the official name begins with an adjective, such as Advisory, Central, Federal, National, etc., and alphabet by these, other libraries do not. If the topical word order is followed in all cases cross references should be made from the official name beginning with an adjective

- U S Advisory council on social security, *see*
U S Advisory council on social security
- U S Bureau of agricultural economics
- U S Dept of agriculture
- U S Federal committee on apprenticeship
- U S Bureau of
Government bureaus are arranged by the topical word or phrase underlined in the name, e g ,
U S - Bureau of education
- U S Bureau of the census
- U S Census office
- U S Dept of commerce
- U S Council of national defense, *see* U S
Council of national defense
- U S Bureau of education
- U S Office of education
- U S Federal committee on apprenticeship, *see*
U S Federal committee on apprenticeship
- U S Bureau of foreign and domestic commerce
- U S Commission on industrial relations
- U S National bureau of standards, *see* U S
National bureau of standards
- U S Council of national defense
- U S Advisory council on social security
- U S National bureau of standards

(d) When there are author and subject entries for the same heading *file the subject after the author*

(2) Place as subject (cf Preliminary note 3)

Arrange the subject subdivisions alphabetically (cf Arrangement under Subject, Rules 33-35 and Chronological arrangement, Rule 38)

(3) Societies, organizations titles and all other entries beginning with the same geographical name (cf Preliminary note 5-9)

Arrange alphabetically by the word or words following the place name, disregarding punctuation

(4) When there are two or more places of the same name the places are arranged alphabetically by the designation following the name, e g

Washington academy of sciences
 WASHINGTON (BATTLESHIP)
 Washington Co , Ala
 Washington county historical society, Abingdon, Va
 WASHINGTON, FORT
 WASHINGTON, MT
 Washington state bar association
 Washington state historical society, Tacoma, Wash
 Washington university, St Louis

See also the examples shown under New York and United States in Appendix I.

b) Two-group order

Follow the general directions under Rule 31a, but interfile in one group the author and subject entries

London (Place)

London
 LONDON
 London Aeronautical exhibition, 1868
 LONDON - ANTIQUITIES
 London Charing Cross hospital
 London County council
 LONDON COUNTY COUNCIL
 LONDON - DESCRIPTION
 London Guildhall library
 LONDON - HISTORY
 London National gallery
 LONDON NATIONAL GALLERY
 London naval conference, 1930
 London Ordinances
 London St Paul's cathedral
 London School board
 LONDON - SOCIAL LIFE AND CUSTOMS
 London University
 London (Diocese)
 London, Ohio
 London, Ont
 LONDON, ONT - ANTIQUITIES
 London, Ont Council
 London, Ont University of western Ontario
 London (Titles, etc)
 London a guide
 London and Londoners
 London and Middlesex archaeological society

Washington, D C

Washington, D C Academy of sciences
 see Washington academy of sciences in the
 file of Titles, etc , following
 Washington, D C All souls church
 Washington, D C Board of health
 Washington, D C Board of trade

London and Middlesex historical society, London, Ont.
 London magazine
 London Shakespears league
 London. University
 For material by or about this institution,
see Author file preceding.

- Washington, D.C. (Corporate author and subject entries
 about corporate author)
 Washington, D.C. Academy of sciences
See Washington academy of sciences
 in the file of Titles, etc. following.
 Washington, D.C. All souls church
 Washington, D.C. Board of health
 Washington, D.C. Board of trade
 Washington, D.C. Conference on the limitation
 of armaments, 1921-1922
 Washington, D.C. Council
 Washington, D.C. Council of social agencies
 Washington, D.C. National gallery
 Washington, D.C. Public library
 WASHINGTON, D.C. PUBLIC LIBRARY
 Washington, D.C. Water dept.
 WASHINGTON, D.C. WHITE HOUSE
 WASHINGTON, D.C. (Subject entries about place)
 WASHINGTON, D.C. - DESCRIPTION
 WASHINGTON, D.C. - HISTORY
 WASHINGTON, D.C. - WATER SUPPLY
 Washington (State) (Corporate author and subject
 entries about corporate author)
 Washington (State) Agricultural experiment station,
 Pullman
 Washington (State) Bureau of labor
 Washington (State) Canal commission
 Washington (State) Geological survey
 WASHINGTON (STATE) GEOLOGICAL SURVEY
 Washington (State) State college, Pullman
 Washington (State) State forestry board
 Washington (State) State historical society, Tacoma
See Washington state historical society, Tacoma,
 Wash. in the file of Titles, etc. following.
 Washington (State) State library, Olympia
 Washington (State) University
 WASHINGTON (STATE) (Subject entries about place)
 WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
 WASHINGTON (STATE) - HISTORY
 WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
 Washington (Ter.)
 Washington (Ter.) Auditor's Office
 Washington (Ter.) Laws, statutes, etc.
 WASHINGTON (TER.) - HISTORY
 Washington (Titles, etc.)
 Washington: a poem

d) Two or more places of the same name are alphabetized by the distinguishing designation following the name

Note Library of Congress omits country or state designation after the names of chief cities, but in order to keep the author and subject entries for a chief city from being scattered throughout the alphabet under the place name, it is necessary to insert the country or state designation.

Concord [a poem]
 Concord and Lexington
 Concord antiquarian society, Concord, Mass.
 CONCORD, BATTLE OF
 Concord days
 Concord library corporation, Concordville, Pa
 Concord, Me
 CONCORD, ME
 Concord, Mass
 CONCORD, MASS
 Concord, Mass Convention, July 14, 1774
 CONCORD, MASS - DIRECTORIES
 CONCORD, MASS - HISTORY
 Concord, Mass Trinity church
 Concord, N H
 CONCORD, N H
 Concord, N H City history commission
 Concord, N H Ordinances
 Concord, N H Public library
 Concord railroad corporation
 CONCORD RIVER
 CONCORD SCHOOL OF PHILOSOPHY
 Concord, Tenn Farragut school
 Washington academy of science
 Washington and Lee university
 Washington council of social agencies
 Washington county, Ohio
 Washington, D C
 WASHINGTON, D C
 Washington, D C Chamber of commerce
 Washington, D C Conference on the limitation of
 armaments, 1921-1922
 WASHINGTON, D C - DESCRIPTION
 Washington, D C National gallery of art
 WASHINGTON, D C - SOCIAL LIFE AND CUSTOMS
 WASHINGTON, D C WHITE HOUSE
 The Washington enterprise
 Washington humane society, Washington, D C
 Washington ferry-go-round
 Washington, Mt
 Washington (State)
 WASHINGTON (STATE)
 Washington (State) Bureau of labor

- Washington, D C Conference on limitation
of armaments, 1921-1922
Washington, D C Council
Washington, D C Council of social agencies
WASHINGTON, D C - HISTORY
Washington, D C National gallery
Washington, D C Public library
WASHINGTON, D C - PUBLIC LIBRARY
WASHINGTON, D C - STREETS
Washington, D C Water Dept
WASHINGTON, D C WATER SUPPLY
WASHINGTON, D C WHITE HOUSE
Washington (State)
Washington (State) Agricultural experiment station,
Pullman
Washington (State) Bureau of labor
Washington (State) Canal commission
WASHINGTON (STATE) DESCRIPTION AND TRAVEL
Washington (State) Geological survey
WASHINGTON (STATE) HISTORY
Washington (State) State college, Pullman
Washington (State) State forestry board
Washington (State) State historical society, Tacoma
see Washington state historical society, Tacoma,
Wash in file of Titles, etc, following
Washington (State) State library, Olympia
Washington (State) University
Washington (Ter)
Washington (Ter) Auditor's office
WASHINGTON (TER) - HISTORY
Washington (Ter) Laws, statutes, etc
Washington (Titles, etc)
Washington a poem
Washington academy of sciences
WASHINGTON (BATTLESHIP)
Washington Co , Ala
Washington county historical society, Abingdon, Va
WASHINGTON, FORT
WASHINGTON, MT
Washington state bar association
Washington state historical society, Tacoma, Wash
Washington university, St Louis

32. Place arrangement (Alphabetic order)

- a) File entries beginning with the same geographical name in one alphabet, arranging by the word following the name, disregarding both punctuation and typography
- b) Subject entries are filed immediately after the author entries of the same heading
- c) In the rare instances when a title heading is identical with a subject heading arrange alphabetically by the main entry

c. The parenthetical term may be used merely to indicate a separate grouping, e.g., *ENGLISH LITERATURE (COLLECTIONS)*.

Note The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, *ENGLISH LITERATURE—COLLECTIONS* as a form heading belonging to group 2 above, is generally to be preferred to *ENGLISH LITERATURE (COLLECTIONS)*.

7 Phrase headings beginning with the subject word, e.g., *ART AND STATE*.

8 Few, if any, subjects present all of the above types, but particular subjects may have also a special subdivision, e.g., *ENGLISH LITERATURE—CATHOLIC AUTHORS*, *ENGLISH LITERATURE—IRISH AUTHORS*.

Rule 33 gives the general alphabetic arrangement of entries under a subject heading.

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library. Two arrangements have been selected for recommendation. Rule 34 illustrates order of groups as shown in Library of Congress list. Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.

33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book, or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

ENGLISH POETRY - COLLECTIONS

A book of English love songs

Cody, Sherwin, ed.

A selection from the great English poets

An English garner

Noyes, Alfred, ed.

A poet's anthology of poems

ROMANTICISM

Babbitt, Irving

Romantic melancholy, (In Foerster, Norman, ed.

American critical essays, sixteenth and eighteenth centuries.)

Beers, H. A.

History of English romanticism in the eighteenth century

Washington (State) Canal commission
 Washington (State) Constitution
 Washington (State) Dept of agriculture
 WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
 Washington (State) Geological survey
 Washington state historical society, Tacoma, Wash
 Washington (State) Laws, statutes, etc.
 WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
 Washington (State) State college, Pullman
 Washington (State) State library, Olympia
 Washington (State) University
 Washington surveying and rating bureau, Seattle
 Washington (Ter) Auditor's office
 Washington (Ter) Governor
 Washington university, St Louis
 Washington wool growers' association

See also the examples shown under New York and United States in Appendix I.

33.-35. SUBJECT ARRANGEMENT

Preliminary note Analysis of the Library of Congress list of subject headings²⁵ shows that the following types of heading may have to be considered in subject arrangement —

- 1 The subject without subdivision
- 2 Subject with form or subject divisions, e g, ART—EXHIBITIONS, ART—PERIODICALS
- 3 Subject with period divisions, e g, ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION
- 4 Subject with geographical divisions, e g, ART—ITALY
- 5 Inverted subject heading (a) subject followed by an adjective form, e g, ART, ANCIENT, ART, ITALIAN, ART, MUNICIPAL, and (b) subject followed by an inverted phrase, e g, BIRDS, PROTECTION OF
- 6 Subject followed by a term in parentheses Such subjects may be of more than one kind, i e

a The parenthetical term limits the subject to a particular field or aspect, e g, ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW) The majority of parenthetical term subjects are of this kind and frequently are See references

b The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e g, AUTHORS (GAME), BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY), WASHINGTON (SHIP)

²⁵ Library of Congress, *Subject headings*, 3rd ed. Washington Govt. print. off., 1928)

c. The parenthetical term may be used merely to indicate a separate grouping e.g., *ENGLISH LITERATURE (COLLECTIONS)*

Note The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical sub-ect. For instance, *ENGLISH LITERATURE—COLLECTIONS* as a form heading belonging to group 2 above, is generally to be preferred to *ENGLISH LITERATURE (COLLECTIONS)*

7. Phrase headings beginning with the subject word, e.g., *ART AND STATE*.
8. Few, if any, subjects present all of the above types, but particular subjects may have also a special subdivision, e.g., *ENGLISH LITERATURE—CATHOLIC AUTHORS*, *ENGLISH LITERATURE—IRISH AUTHORS*.

Rule 33 gives the general alphabetic arrangement of entries under a subject heading.

It is possible to arrange the subdivisions of a subject in a varying number of groups, depending upon the size of the catalog and the requirements of the library. Two arrangements have been selected for recommendation. Rule 34 illustrates order of groups as shown in Library of Congress list. Rule 35 gives an alternate arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.

33. Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book, or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

ENGLISH POETRY — COLLECTIONS

A book of English love songs

Cody, Edwin, ed.

A selection from the great English poets

An English garden

Kyles, Alfred, ed.

A poet's anthology of poems

ROMANTICISM

Babbitt, Irving

Romantic melancholy. (In Foerster, Norman, ed.
American critical essays, ninth and tenth centuries.)

Peers, H. A.

History of English romanticism in the eighteenth century

Washington (State) Canal commission
 Washington (State) Constitution
 Washington (State) Dept of agriculture
 WASHINGTON (STATE) - DESCRIPTION AND TRAVEL
 Washington (State) Geological survey
 Washington state historical society, Tacoma, Wash
 Washington (State) Laws, statutes, etc
 WASHINGTON (STATE) - SOCIAL LIFE AND CUSTOMS
 Washington (State) State college, Pullman
 Washington (State) State library, Olympia
 Washington (State) University
 Washington surveying and rating bureau, Seattle
 Washington (Ter) Auditor's office
 Washington (Ter) Governor
 Washington university, St Louis
 Washington wool growers' association

See also the examples shown under New York and United States in Appendix I.

33-35 SUBJECT ARRANGEMENT

Preliminary note Analysis of the Library of Congress list of subject headings²⁵ shows that the following types of heading may have to be considered in subject arrangement --

- 1 The subject without subdivision
- 2 Subject with form or subject divisions, e g , ART—EXHIBITIONS, ART—PERIODICALS
- 3 Subject with period divisions, e g , ENGLISH LITERATURE—17TH CENTURY, FRANCE—HISTORY—REVOLUTION
- 4 Subject with geographical divisions, e g , ART—ITALY
- 5 Inverted subject heading (a) subject followed by an adjective form, e g , ART, ANCIENT, ART, ITALIAN, ART, MUNICIPAL, and (b) subject followed by an inverted phrase, e g , BIRDS PROTECTION OF
- 6 Subject followed by a term in parentheses Such subjects may be of more than one kind, i e
 - a The parenthetical term limits the subject to a particular field or aspect e g , ANALYSIS (CHEMISTRY), ANALYSIS (MATHEMATICS), BANKRUPTCY (INTERNATIONAL LAW) The majority of parenthetical term subjects are of this kind and frequently are See references
 - b The parenthetical term indicates a distinctly different subject, one belonging to another field of knowledge, e g , AUTHORS (GABIE) BIOGRAPHY (AS A LITERARY FORM), CALCULUS (PATHOLOGY) WASHINGTON (SHIP)

²⁵ Library of Congress, *Subject headings* 3rd ed Washington Govt print off., 1928)

c. The parenthetical term may be used merely to indicate a separate grouping ■ e.g., ENGLISH LITERATURE (COLLECTIONS)

Note The Library of Congress regards the parenthesis as a highly useful, flexible form, the use of which may be extended in future. Its extended use will probably be needed only in very large libraries or in specialized catalogs. Most libraries do not require the third kind of parenthetical subject. For instance, ENGLISH LITERATURE—COLLECTIONS as a form heading belonging to group 2 above, is generally to be preferred to ENGLISH LITERATURE (COLLECTIONS)

7 Phrase headings beginning with the subject word, ■ ■, ART AND STATE.

8 Few, if any, subjects present all of the above types, but particular subjects may have also a special subdivision, e.g., ENGLISH LITERATURE—CATHOLIC AUTHORS, ENGLISH LITERATURE—IRISH AUTHORS

Rule 33 gives the general alphabetic arrangement of entries under a subject heading

It is possible to arrange the subdivisions of a subject in a varying number of groups depending upon the size of the catalog and the requirements of the library. Two arrangements have been selected for recommendation. Rule 34 illustrates order of groups as shown in *Library of Congress list*. Rule 35 gives an alternative arrangement for libraries that prefer fewer groups and a more nearly alphabetic order.

33 Subject arrangement

Arrange entries of the same subject heading alphabetically by the main entry of the book or, if the entry is a subject analytic by an author other than the author of the book, arrange by the author of the analytic.

ENGLISH POETRY - COLLECTIONS

A book of English love songs

Cody, Sherwin, ed

A selection from the great English poets

An English garper

Noyes, Alfred, ed

A poet's anthology of poems

ROMANTICISM

Babbitt, Irving

Romantic melancholy, (In Foerster, Norman, ed
American critical essays, sixteenth and eighteenth centuries)

Beers, H. A.

History of English romanticism in the eighteenth century

Boyesen, H H

Essays on German literature

Contents Goethe, Schiller The romantic school in Germany

Cory, H H

Spenser, Thomson and romanticism (In Modern language association Publications)

34 Subject arrangement 1 (Based on the LC list)

a) Arrange a subject and its subheads, etc, in the following order —

- (1) Subject without division Subarrange by main entry (cf Rule 33)
- (2) Form and subject divisions Arrange alphabetically by division.
- (3) Period divisions Arrange chronologically

Phrase period divisions e.g, U S — HISTORY — REVOLUTION, U S — HISTORY — CIVIL WAR are arranged chronologically and not alphabetically Inclusive periods file before subordinate periods

Under LANGUAGE AND LITERATURE subjects, such subheads as FRENCH LANGUAGE — OLD FRENCH, GERMAN LITERATURE — EARLY MODERN (TO 1700) are regarded as period divisions

The divisions ANCIENT MEDIEVAL RENAISSANCE and MODERN are treated as adjectival inversions and not as period divisions except when used as a subdivision under HISTORY, and are filed in group 6 below

- (4) Special divisions (See Preliminary note 8) Arrange alphabetically
- (5) Geographical divisions Arrange alphabetically

Inverted subject headings formed with a racial or linguistic adjective e.g ART AMERICAN (ENGLISH ITALIAN etc) are not regarded as geographical divisions, but are included in group 7 below

- (6) Subject followed by a parenthetical term denoting limitation (cf Prelim note 6a) Arrange if more than one, alphabetically by parenthetical term

Note The Library of Congress is now filing a parenthetical subject before an inverted subject in all cases even though this order brings together unconnected subjects e.g MASS (CANON LAW) and MASS (CHEMISTRY) and introduces an unrelated subject between a simple subject and the same subject with an inversion. An exception is made for the names of literatures followed by the parenthetical

terms (COLLECTIONS) and (SELECTIONS EXTRACTS ETC.) which subjects are filed before group 2 above

- (7) Inverted subject headings. Arrange alphabetically by word following comma.

An inverted place name, e.g., AFRICA, NORTH, is to be regarded as a different subject and is to be arranged after all the groups of the general subject.

- (8) Phrase subject headings. Interfile alphabetically with titles and other headings beginning with the same word

b) Arrange the further subdivisions of a subhead according to the above order

ART

ART - BIBLIOGRAPHY

- CATALOGS

- HISTORY

- HISTORY - 19TH CENTURY

- HISTORY - 20TH CENTURY

- PERIODICALS

ART - BERLIN

- GREECE

- HUNGARY

- NEW YORK (CITY)

- U S

ART, AMERICAN

ANCIENT

BAROQUE

GREEK

MEDIEVAL

MUNICIPAL

ORIENTAL

Art, v l- [title of a periodical]

Art, a commodity

ART AND MORALS

ART AND STATE

Art folio

ART INDUSTRIES AND TRADE

ENGLISH LITERATURE

ENGLISH LITERATURE - BIBLIOGRAPHY

- TRANSLATIONS

- TRANSLATIONS FROM FRENCH

- TRANSLATIONS FROM GERMAN

- TRANSLATIONS INTO FRENCH

ENGLISH LITERATURE - OLD ENGLISH see ANGLO SAXON LITERATURE

- MIDDLE ENGLISH (1100-1500)

- EARLY MODERN (1500-1700)

- 18TH CENTURY

- 19TH CENTURY

ENGLISH LITERATURE - CATHOLIC AUTHORS

- IRISH AUTHORS

- SCOTTISH AUTHORS

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN
LITERATURE

- CANADA, see CANADIAN LITERATURE

- LANCASHIRE

- YORKSHIRE

LIFE

LIFE - ORIGIN

LIFE (BIOLOGY)

LIFE, ELIXIR OF, see ELIXIR OF LIFE

LIFE, FUTURE, see FUTURE LIFE

LIFE, SPIRITUAL, see SPIRITUAL LIFE

The life beyond

LIFE-BOATS

Life on the ocean wave

LIFE-SAVING

COOKERY

COOKERY - BIBLIOGRAPHY

- EARLY WORKS TO 1800

COOKERY (APPLES)

(CEREALS)

(OYSTERS)

COOKERY, AMERICAN

MEXICAN

MILITARY

SPANISH

COOKERY FOR INSTITUTIONS

COOKERY FOR THE SICK

WAR

WAR - CASUALTIES (STATISTICS, ETC)

WAR - ECONOMIC ASPECTS

WAR - RELIEF OF SICK AND WOUNDED

WAR (INTERNATIONAL LAW)

WAR, ARTICLES OF, see MILITARY LAW

WAR, DECLARATION OF

WAR, MARITIME (INTERNATIONAL LAW)

WAR AND RELIGION

War of the worlds

WAR-SHIPS

AFRICA

- DESCRIPTION AND TRAVEL

- HISTORY

- STATISTICS

AFRICA, NORTH

AFRICA, SOUTH

- ANTIQUITIES

- HISTORY

- U S - HISTORY
- U S - HISTORY - BIBLIOGRAPHY
 - DRAMA
 - SOURCES
- U S - HISTORY - COLONIAL PERIOD
 - COLONIAL PERIOD - FICTION
 - COLONIAL PERIOD - KING WILLIAM'S WAR, 1689-1697
 - COLONIAL PERIOD - Q' TEN ANNE'S WAR, 1702-1713
 - COLONIAL PERIOD - FRENCH AND INDIAN WAR, 1755-1763
 - REVOLUTION
 - REVOLUTION - CAMPAIGNS AND BATTLES
 - REVOLUTION - CAUSES
 - REVOLUTION - REGIMENTAL HISTORIES
 - 1783-1865
 - CONFEDERATION, 1783-1789
 - CONSTITUTIONAL PERIOD, 1789-1809
 - WAR OF 1812
 - 1815-1861
- U S - HISTORY, JUVENILE
 - , LOCAL
 - , MILITARY
 - , NAVAL

35 Subject arrangement 2 (Simplified order)

- a) Arrange a subject, its subheads, etc., in the following order —
- (1) Subject without subdivision.
 - (2) Form, subject and geographical subdivisions, inverted subject headings, and subject followed by a parenthetical term interfiled in one alphabet, disregarding punctuation.

Note Libraries adopting this arrangement will find it desirable to adopt also a uniform method of punctuation in the headings, either a period or a dash. This is illustrated in the examples below

(3) Period divisions arranged chronologically

ALTERNATIVE Period divisions, except those under such subheads as HISTORY POLITICS AND GOVERNMENT FOREIGN RELATIONS may be filed alphabetically in group 2 above, if preferred. See example under ENGLISH LITERATURE below

- (4) Phrase subject headings, interfiled with titles and other headings beginning with the same word.

ART
 ART - AMERICAN
 - ANCIENT
 - BAROQUE
 - BERLIN
 - BIBLIOGRAPHY

- DECORATIVE
- EXHIBITIONS
- FRANCE
- GREEK
- HISTORY
- HISTORY. 19TH CENTURY
- HISTORY. 20TH CENTURY
- MEDIEVAL
- MUNICIPAL
- MUNICIPAL. BOSTON
- MUNICIPAL. EXHIBITIONS
- MUNICIPAL. NEW YORK (CITY)
- ORIENTAL
- U S

Art, v.l. [title of a periodical]
 Art, a commodity
 ART AND MORALS

Art foliage
 ART INDUSTRIES AND TRADE

- COOKERY
- COOKERY - AMERICAN
 - APPLES
 - BIBLIOGRAPHY
 - CEREALS
 - HISTORY
 - MEXICAN
 - MILITARY
 - OYSTERS
 - SPANISH
- COOKERY FOR INSTITUTIONS

ENGLISH LITERATURE

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIA
 LITERATURE

- BIBLIOGRAPHY
- HISTORY AND CRITICISM
- IRISH AUTHORS
- LANCASHIRE
- PERIODICALS
- SCOTTISH AUTHORS
- YORKSHIRE

ENGLISH LITERATURE - OLD ENGLISH, see ANGLO-SAXON
 LITERATURE

- MIDDLE ENGLISH (1100-1500)
- EARLY MODERN (TO 1700)
- 19TH CENTURY
- 20TH CENTURY

ALTERNATIVE

ENGLISH LITERATURE - AUSTRALIA, see AUSTRALIAN
 LITERATURE

- BIBLIOGRAPHY

- EARLY MODERN (TO 1700)
- IRISH AUTHORS
- LANCASHIRE
- MIDDLE ENGLISH (1100-1500)
- 19TH CENTURY
- OLD ENGLISH, *see* ANGLO-SAXON LITERATURE
- PERIODICALS
- SCOTTISH AUTHORS
- 20TH CENTURY

LIFE
LIFE (BIOLOGY)
LIFE - ELIXIR OF, *see* ELIXIR OF LIFE
LIFE - FUTURE, *see* FUTURE LIFE
LIFE - ORIGIN
LIFE - SPIRITUAL, *see* SPIRITUAL LIFE
Life beyond
LIFE-BOATS
Life on the ocean waves
LIFE-SAVING

WAR
WAR - ARTICLES OF, *see* MILITARY LAW
- CASUALTIES (STATISTICS ETC.)
- COST OF
- DECLARATION OF
- ECONOMIC ASPECTS
WAR (INTERNATIONAL LAW)
- MARITIME (INTERNATIONAL LAW)
- RELIEF OF SICK AND WOUNDED
WAR AND RELIGION
War of the worlds
WAR-SHIPS

U S HISTORY
U S HISTORY - BIBLIOGRAPHY
- DRAMA
- JUVENILE
- LOCAL
- MAPS, *see* U S - HISTORICAL GEOGRAPHY -
MAPS
- MILITARY
- NAVAL
- PERIODICALS
- COLONIAL PERIOD
- REVOLUTION
- 1815-1861

Note Small libraries may prefer to adopt a single-alphabet arrangement by interfiling the subdivisions of a subject with the titles and other entries beginning with the same word, disregarding punctuation. *See* ART in the Comprehensive example, Appendix V.

36. References

File *See also* references after entries of the same heading but before further subdivision of the same

CHILDREN

CHILDREN, *see also*

CHILDREN - BIOGRAPHY

CHILDREN - CARE AND TREATMENT

CHILDREN - CARE AND TREATMENT, *see also*

CHILDREN - CARE AND TREATMENT - BIBLIOGRAPHY

This order allows the user of the catalog to find what material the library has on a subject before being referred away from it. Some libraries prefer to file a *See also* reference before the entries for the same subject on the ground that the user of the catalog will thus be directed to the more specific subject that he may actually want without having to look through all of the general subject first.

37. Title arrangement

See also Basic rule (Rule 1), Initial article (Rule 7), Punctuation (Rule 8), Words spelled differently (Rule 10), Hyphenated and compound words (Rule 11), Order of entries (Rule 24)

a) Arrange title headings that are the same alphabetically by the main entry, an anonymous title preceding the same title with an author

b) Arrange different editions of the same title entry according to the rule adopted for arrangement under author (Rule 25 a 6)

The pioneers

Cooper, J F

The pioneers / Philadelphia, Carey & Lea, 1832

——— London, J M Dent, [1929]

——— London & N Y, Macmillan, 1901

——— N Y, J H Sears, [1925]

The pioneers

Mackay, C D

The play of the pioneers

The pioneers

Oppenheim, James

The pioneers

c) Arrange periodical and newspaper titles by the main part of the title, disregarding the explanatory subtitle following a semicolon or comma since this not familiarly known as part of the title

ASIA

Asia; journal of the American
Asiatic association

Asia, an economic and regional
geography

Asia and Europe

Motor; the national
monthly

Motor age
Motor world

d) Periodicals of the same title are arranged first by the place of publication and then by the date. The subtitle may be regarded if needed to distinguish between titles.

International review, an illustrated monthly journal.

La Crosse, Michigan

International review. London, 1889

International review. London, 1913-

International review. N Y.

International review. Zurich

e) A periodical title used as an author entry is arranged after the entry of the periodical itself.

Power [a magazine]

Power

The second Power kink book

Power [title of a book by Lucas]

Review of reviews; monthly

Review of reviews

150 years ago

Review of reviews

Pittsburgh; a new great city

f) Inverted titles may be arranged in either of two ways. The alternative is recommended where the preceding arrangement in the catalog is alphabetical.

- (1) File an inverted title before a longer running title beginning with the same word or phrase. Disregard an article preceding the inversion.

Personality, The family and

Personality, Integration of

Personality, Physical basis of

Personality culture

Personality plus

- (2) **ALTERNATIVE RULE:** Interfile an inverted title alphabetically with other titles beginning with the same word, disregarding both the punctuation and an initial article preceding the inversion.

Personality culture

Personality, The family and

Personality in boys

Personality, Integration of

Personality, Physical basis of

Personality plus

Note Inverted titles should seldom be made, because the catchword title alone (i.e., without the inverted part) or a corresponding subject entry or subject reference will usually meet all needs. The inverted part should be added only when the sense would be defective.

title without it, or when the full title does not appear in the body of the card. The inverted titles used in the above example to illustrate the arrangement are unnecessary if the subject heading PERSONALITY has been used.

38 Numerical and chronological arrangement*

See also Numerals at beginning of title (Rule 9), Subject arrangement period subheads (Rules 35 a 3 and 36 a 3)

A numerical or a chronological arrangement rather than an alphabetical, should be made when number or date distinguishes between entries, or headings, otherwise identical

a) Numbered or dated series

The American nation: a history v 2

Farrand, Livingston

Basis of American history

The American nation a history v 3

Bourne, E G

Spain in America

More, Paul Elmer

Aristocracy and justice Shelburne essays, Ninth series

More, Paul Elmer

Shelburne essays First series

More, Paul Elmer

Shelburne essays Second series

More, Paul Elmer

Shelburne essays Fourth series

More, Paul Elmer

Shelburne essays Eighth series

More, Paul Elmer

Shelburne essays Ninth series

see his Aristocracy and justice

More, Paul Elmer

Shelburne essays Eleventh series

see his With the wits

More, Paul Elmer

With the wits: Shelburne essays Eleventh series

Atlantic readers Primer

Atlantic readers Bk 1, grade IV

Atlantic readers Bk 3 grade VI

Atlantic readers Bk 4, grade VII

Atlantic readers Bk 6, grade VIII

Bohlen lectures, 1891

Huntington, W R

Peace of the church

Bohlen lectures 1899

Nash, H S

Ethics and revelation

Bohler lectures, 1925
 Bell, W ■
 Sharing in creation

b) Conferences, congresses, etc.

American peace congress 1st, New York, 1907
 American peace congress 3rd, Baltimore, 1911
 American peace congress 4th, St Louis, 1913
 Massachusetts Constitutional convention 1779-1780
 Massachusetts Constitutional convention 1856
 Massachusetts Constitutional convention 1917-1919

c) Regiments, brigades, etc.

U S infantry 2d regt , 1791-
 U S infantry 11th regt , 1861-
 U S infantry 21st regt , 1899-1902
 U S infantry 315th regt , 1917-1919
 U S infantry 332d regt , Co D, 1917-1919
 Georgia infantry 3d brigade
 Georgia infantry 4th brigade
 Georgia infantry Anderson's brigade
 Georgia infantry Doles Cook brigade
 Georgia infantry 2d regt
 Georgia infantry 8th regt

d) Laws statutes, etc

Gt Brit Laws, statutes, etc
 Gt Brit Laws, statutes, etc , 1066-1087 (William I)
 Gt Brit Laws, statutes, etc , 1509-1547 (Henry VIII)
 Gt Brit Laws, statutes, etc , 1625-1643 (Charles I)

e) Legislatures

U S Congress
 U S CONGRESS
 U S Congress Committee on the census
 Conference committees, 1897
 Conference committees, 1908-1909
 House
 HOUSE
 House Committee on agriculture
 House Committee on foreign affairs
 Joint commission of agricultural inquiry
 Joint committee on Muscle Shoals
 Select joint committee on the Harriman
 geographic code system
 Senate
 Senate Committee on appropriations
 Senate Committee on insular affairs
 U S 1st Cong , 1789-1791 House
 ■ Cong , 1st sess , 1791-1792
 41st Cong , 2d sess , 1869-1870

41st Cong., 3rd sess., 1870-1871

41st Cong., 3rd sess., 1870-1871. House

62d Cong., 1st sess., 1911

62d Cong., 1st sess., 1911. Senate

The above arrangement keeps an alphabetic order down to the point where the numbered Congresses begin and is recommended for that reason.

Appendix I

ADDITIONAL EXAMPLES

17a. Forename entries. Arrangement 1 (Before surname)

Charles (forename)

- Charles, archduke of Austria, see Karl, etc
- Charles, count of Angoulême, duke of Orleans, see
Charles d'Orléans
- Charles, count of Valois
- Charles, le Téméraire, duke of Burgundy
- Charles II, duke of Lorraine
- Charles V, emperor of Germany
- Charles II, le Chauve, king of France
- Charles IV, le Bel, king of France
- Charles IX, king of France
- Charles I, king of Great Britain
- Charles, the Great, king of the Franks, see
Charlemagne
- Charles, père

Charles (compound, etc, forenames)

- Charles Alexander, duke of Lorraine
 - Charles Borromeo, Saint, see Carlo Borromeo, Saint
 - Charles d'Orléans
 - Charles de France, duke of Berry
 - Charles Emmanuel I, duke of Savoy, see Carlo
Emanuele I, etc
 - Charles, le Téméraire, see Charles, duke of
Burgundy (le Téméraire)
 - Charles Louis de Bourbon, duke of Parma
 - Charles Martel, mayor of the palace
 - Charles, the Bald, see Charles II, king of France
(le Chauve)
 - Charles, the Bold, see Charles, duke of Burgundy
(le Téméraire)
 - Charles, the Great, see Charlemagne
- #### Charles (surname)
- Charles, David
- #### Charles (titles, etc)
- Charles
 - Charles Auchester, a novel
 - Charles the Second, a play

Mary (forename)

Mary, princess of Great Britain

Mary, princess royal of England and princess of Orange

Mary, queen consort of George V

Mary, queen consort of James V, king of Scotland

Mary, queen consort of Louis XII, king of France

Mary I, queen of England

Mary II, queen of Great Britain

Mary, queen of Scots, see Mary Stuart, queen of the Scots

Mary, Saint, of Egypt

Mary, Virgin

Mary (compound, etc., forenames)

Mary Adelaide Wilhelmina Elizabeth, duchess of Teck

Mary Clare, sister

Mary de Lellis, sister. see Gough, Sister Mary de Lellis

Mary Magdalene, Saint

Mary, of Bethany, Saint

Mary, of Magdala, see Mary Magdalene, Saint

Mary of Modena, queen consort of James II

Mary of St. Angela, mother

Mary of the Visitation, sister

Mary Stuart, queen of the Scots

Mary Victor, sister

Mary (surname)

Mary, Albert

Mary, Jules

Mary (titles, etc.)

Mary and Anna

Mary Celeste (brig)

Mary of Scotland, a play

Mary Stuart, a play

Thomas (forename)Thomas, archdeacon of Spalato, see Thomas Spalatensis, archdeacon

Thomas, bp of Varga

Thomas, earl of Lancaster

Thomas, Saint, apostle

Thomas (compound, etc., forenames)

Thomas à Becket, Saint, abp of Canterbury

Thomas à Kempis

Thomas, Anglo-Norman poet

Thomas Aquinas, Saint

Thomas Aquinas, sister

Thomas Becket, Saint, see Thomas à Becket, Saint, etc.Thomas Brabantinus, see Thomas, de Cantimpré

Thomas, de Burton

Thomas, de Cantimpré

Thomas Kempis, see Thomas à Kempis

Thomas, of Capua, cardinal

Thomas, of Erceldoune, called the Rhymer
 Thomas, of Kent
 Thomas Spalatensis, archdeacon
 Thomas, the Rhymer, see Thomas, of Erceldoune,
 called the Rhymer
 Thomas, von Imbroich
 Thomas (surname)
 Thomas, Abram Owen
 Thomas, Samuel Bell
 Thomas (compound surname)
 Thomas-Caraman, Charles
 Thomas de Saint Laurent, Raymond de
 Thomas-San-Galli, Wolfgang Alexander
 Thomas (titles, etc.)
 Thomas à Becket, a tragedy
 Thomas à Kempis and Wales
 Thomas of Reading (anonymous classic)
 Thomas von Kandelberg (anonymous classic)

18. Forename entries. Arrangement 2 (After surname)

Mary (surname)
 Mary, Albert
 Mary, Jules
 Mary-Lafon, Jean Bernard Lafon, called¹
 Mary (forenames, titles, etc.)
 Mary [a title]
 Mary Adelaide Wilhelmina Elizabeth, duchess of Teck
 Mary and Anna
 Mary Celeste (brig)
 Mary Clare, sister
 Mary de Lellis, sister, see Gough, Sister Mary
 de Lellis
 Mary Feodorovna, express consort of Paul I, emperor
 of Russia
 Mary Magdalene, Saint
 Mary, of Bethany, Saint
 Mary of St. Angela, mother
 Mary of Scotland, a play
 Mary of the Visitation, sister
 Mary, princess of Great Britain
 Mary, princess royal of England and princess of Orange
 Mary, queen consort of George V
 Mary, queen consort of James V, king of Scotland
 Mary, queen consort of Louis XII, king of France
 Mary I, queen of England
 Mary II, queen of Great Britain
 Mary, queen of Scots, see Mary Stuart, queen of
 the Scots
 Mary Rosa Gertrude, sister
 Mary, Saint, of Egypt

¹ If Rule 29-5 is adopted, this compound surname will file with the forenames, titles, etc.

- Mary Stuart [a play]
 Mary Stuart, queen of the Scots
 Mary Tudor [a play]
 Mary Tudor, queen of England, see Mary I, queen
 of England
 Mary Tudor, queen of France, see Mary, queen consort
 of Louis XII, king of France
 Mary Victor, sister
 Mary, Virgin
 Thomas (surname)
 Thomas, Abram Owen
 Thomas, Samuel Bell
 Thomas (forenames, titles, etc.)
 Thomas à Becket [a play]
 Thomas à Becket, Saint, abp. of Canterbury
 Thomas à Kempis
 Thomas à Kempis and Wales
 Thomas, Aquinas, Saint
 Thomas, archdeacon of Spalato, see Thomas Spalatensis,
 archdeacon
 Thomas Balch library
 Thomas Becket, Saint, see Thomas à Becket, Saint,
 abp. of Canterbury
 Thomas, bp of Marga
 Thomas Brabantinus, see Thomas, de Cantimpré
 Thomas-Caraman, Charles²
 Thomas Co., Georgia
 Thomas, de Burton
 Thomas, de Cantimpré
 Thomas de Saint Laurent, Raymond²
 Thomas, earl of Lancaster
 Thomas Edessenus, see Thomas, of Edessa
 Thomas family
 Thomas iron company
 Thomas Kempis, see Thomas à Kempis
 Thomas Margensis, see Thomas, bp of Marga
 Thomas, of Capua, cardinal
 Thomas, of Edessa
 Thomas, of Erceldoune, called the Rhymer
 Thomas, of Kent
 Thomas of Reading [anonymous classic heading]
 Thomas, of Spalato, archdeacon, see Thomas
 Spalatensis, archdeacon
 Thomas, Saint, apostle
 Thomas-San-Galli, Wolfgang Alexander²
 Thomas Spalstensis, archdeacon
 Thomas, the Rhymer, see Thomas, of Erceldoune, called
 the Rhymer
 Thomas, von Imbroich
 Thomas von Kandelberg [anonymous classic heading]

² If Rule 20 a is adopted, this compound surname will file after the single surnames and before the forenames, titles, etc.

21 Place arrangement (Grouped order)**a) Three group order****New York**

Note New York is treated as an exception in most libraries and, whether the general arrangement is a three-group order (Rule 31 a) or a two-group order (Rule 31 b), the nonofficial public institutions are interfiled with societies organizations, titles, etc., and not with the official divisions under New York (City), New York (State), etc (Cf Rule 31 a 1 Note)

New York (City) (Author)

Aqueduct commission
Board of water supply
Bureau of franchises
Charters
CHARTERS
Common council
Ordinances
Police dept
POLICE DEPT
Public library

see New York Public library in the
file of Institutions, etc.,
following

Stock exchange

see New York Stock exchange in the
file of Institutions, etc.,
following

NEW YORK (CITY) (Subject)

- BIOGRAPHY
- CHARITIES
- HISTORY
- POLICE
- WATER SUPPLY

New York (colony)

Governor
Laws, statutes, etc
- COMMERCE
- HISTORY

New York (county) District attorney's office
Register
Surrogate's court

New York (state) (Author)

Adirondack survey
Chamber of Commerce

see New York Chamber of commerce of
the state of New York in the
file of Institutions, etc.,
following

Constitution
CONSTITUTION

Dept of health
Forest commission
Governor
Industrial board
Judicial council
State library, Albany

see New York. State library in the
file of Institutions, etc ,
following.

Museum

see New York state museum in the
file of Institutions, etc ,
following

NEW YORK (STATE)

University
(Subject)

ANTIQUITIES

DESCRIPTION AND TRAVEL

HISTORY

New York (Institutions, titles, etc)
New York [title of a poem]
New York academy of medicine

New York aquarium

New York. Bar of the city of New York

New York. Chamber of commerce of the state of New York

New York. Citizens

New York. City and country school

New York city council of political reform

New York. Collection of music

New York. College of the city of New York

New York county lawyers association

New York day by day

New York historical society

New York Public library

New York society library

New York State library, Albany

New York state museum

New York Stock exchange

New York university

NEW YORK UNIVERSITY

NEW YORK UNIVERSITY HALL OF FAME

New York University club

United States (Author)

, appellant

, complainant

, petitioner

, plaintiff

Agricultural adjustment administration

Agriculture, Dept of. see

U S Dept of agriculture

Army

ARMY see entries in Subject file
 following:
 Army A E F, 1917-1919
 Army Air corps
 Bureau of the census
 Cavalry, see U S cavalry in the file of
Titles, organizations, etc, follow-
 ing
 Cavalry school, Fort Riley, Kansas
 Census, Bureau of the, see
 U S Bureau of the census
 Census office, 6th, 1840
 Census office, 7th, 1850
 Congress (for arrangement under Congress
see Rule 39 c)
 Constitution
 CONSTITUTION
 Dept of agriculture
 Forest experiment station, Southern,
 New Orleans
 Forest service
 Laws, statutes, etc
 Navy Dept
 Penitentiary, Atlanta, Ga
 Sugar equalization board, see
 United States sugar equalization board
 in the file of Titles, organizations,
etc following
 Treaties (arr by date in heading)
 War Dept

UNITED STATES (Subject 1)

- AGRICULTURE, see AGRICULTURE - U S
- ANTIQUITIES
- ARMY
- ARMY - CAVALRY
- ARMY - HISTORY
- ARMY - INFANTRY
- BOUNDARIES
- CLAIMS VS GREAT BRITAIN
- CONSTITUTION, see entries in Author file
 preceding
- FOREIGN RELATIONS
- FOREIGN RELATIONS (arr by form
 divisions)
- FOREIGN RELATIONS (arr by period
 divisions)
- FOREIGN RELATIONS (arr by country
 divisions)

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

(Institutions, titles, etc.)
 United States [a periodical]
 United States album
 United States conference of mayors
 United States housing corporation
 United States-Mexican commission
 United States naval institute, Annapolis
 U S official pictures of the war
 United States sanitary commission
 United States steel corporation
 United States sugar equalization board
 U.S. tax cases

32. Place arrangement (Alphabetic order)

New York [title of a poem]
 New York academy of medicine
 New York. Agricultural experiment station, Geneva
 New York almanacs
 New York aquarium
 New York association for the blind
 New York. Bar of the city of New York
 New York. Bar of the state of New York
 New York (battleship)
 New York. Bellevue hospital
 New York. Board of trade and transportation
 New York botanical garden
 New York cavalry. 10th regt.
 New York. Chamber of commerce of the state of New York
 New York. Citizens
 New York (City)
 NEW YORK (CITY)
 NEW YORK (CITY) - AMUSEMENTS
 NEW YORK CITY AND COUNTRY SCHOOL
 NEW YORK (CITY) - BIOGRAPHY
 New York (City) Board of education
 New York city boys
 NEW YORK (CITY) - CHARITIES
 New York (City) Charters
 New York (City) Common council
 NEW YORK (CITY) - WATER SUPPLY
 New York. Civic repertory theatre
 New York collection of music
 New York. College of physicians and surgeons

^a Cf Rule 24 b 4

New York College of the city of New York
 New York Collegiate church
 New York (Colony)
 NEW YORK (COLONY) - COMMISSION
 New York (Colony) Governor
 New York (Colony) Laws, Statutes, etc
 New York Cotton exchange
 New York (County) Court house
 New York county lawyers association
 New York (County) Supreme Court
 New York day by day
 New York historical society
 New York Public library
 New York school of social work
 New York Sing Sing prison, Ossining
 New York society library
 New York (State)
 New York (State) Adirondack survey
 NEW YORK (STATE) - ANTIQUITIES
 New York (State) Constitution
 NEW YORK (STATE) CONSTITUTION
 New York (State) Dept of health
 NEW YORK (STATE) - HISTORY
 NEW YORK (STATE) - HISTORY - COLONIAL PERIOD
 NEW YORK (STATE) - HISTORY - REVOLUTION
 NEW YORK (STATE) - HISTORY - CIVIL WAR
 New York (State) Judicial council
 New York State library, Albany
 New York State library school, Albany
 New York state library school association, inc
 New York state museum
 New York (State) University
 New York Stock exchange
 New York Times
 New York Union theological seminary
 New York university
 New York University club
 New York university hall of fame

United States

United States, appellant

United States, complainant

United States, plaintiff

UNITED STATES

United States abridged life table

U S Agricultural adjustment administration

U S - AGRICULTURE, see AGRICULTURE - U S

U S Agriculture, Dept of, see U S Dept of Agriculture

U S air service [a periodical]

United States army

U S - ANTIQUITIES

U S Army

- HISTORY (for subarr. see example under Rule 35)
- NAVY
- RELATIONS (GENERAL) WITH CHINA
- RELATIONS (GENERAL) WITH FRANCE

United States (Institutions, titles, etc.)
 United States abridged life tables
 U.S. air service [a periodical]
 United States album
 United States conference of mayors
 United States housing corporation
 United States-Mexican commission
 United States naval institute, Annapolis
 United States navy [a title]
 U S official pictures of the war
 United States sanitary commission
 United States steel corporation
 United States sugar equalization board
 U.S. tax cases

32. Place arrangement (Alphabetic order)

New York [title of a poem]
 New York academy of medicine
 New York. Agricultural experiment station, Geneva
 New York almanacs
 New York aquarium
 New York association for the blind
 New York. Bar of the city of New York
 New York. Bar of the state of New York
 New York (battleship)
 New York. Bellevue hospital
 New York. Board of trade and transportation
 New York botanical garden
 New York cavalry. 10th regt.
 New York. Chamber of commerce of the state of New York
 New York. Citizens
 New York (City)
 NEW YORK (CITY)
 NEW YORK (CITY) - AMUSEMENTS
 NEW YORK CITY AND COUNTRY SCHOOL
 NEW YORK (CITY) - BIOGRAPHY
 New York (City) Board of education
 New York city boys
 NEW YORK (CITY) - CHARITIES
 New York (City) Charters
 New York city Common council
 NEW YORK (CITY) council of political reform
 New York CIVIC SUPPLY
 New York Civic repertory theatre
 New York collection of music
 New York College of physicians and surgeons

U S - RELATIONS (GENERAL) WITH FRANCE
United States sanitary commission
United States steel corporation
U S tax cases
U S War dept

- U.S. - ARMY
- U.S. Army. A.E.F., 1917-1919
- U.S. Army. Air corps
- U.S. - ARMY - CAVALRY
- U.S. ARMY - HISTORY
- U.S. - BOUNDARIES
- U.S. Bureau of the census
- U.S. CAVALRY, see U.S. ARMY. CAVALRY
- U.S. cavalry. 5th regt., 1855-
- U.S. Cavalry school, Fort Riley, Kan.
- U.S. - CENSUS
- U.S. Census, Bureau of. see U.S. Bureau of the census
- U.S. Census office, 6th, 1840
- U.S. Census office, 7th, 1850
- U.S. - CLAIMS VS GREAT BRITAIN
- U.S. - CLAIMS VS MEXICO
- United States conference of mayors
- U.S. Congress (for arr. of subdivision see example under Rule 39.c)
- U.S. Constitution
- U.S. CONSTITUTION
- U.S. CONSTITUTION - BIBLIOGRAPHY
- U.S. Constitution. 18th amendment
- U.S. Dept. of agriculture
- U.S. DEPT. OF AGRICULTURE
- U.S. Dept. of agriculture. Forest service, see U.S. Forest service
- U.S. - ECONOMIC CONDITIONS
- U.S. - FOREIGN RELATIONS
- U.S. - FOREIGN RELATIONS [form and country divisions interfiled]
- U.S. - FOREIGN RELATIONS [period divisions arr. chronologically]
- U.S. Forest experiment station, Southern, New Orleans
- U.S. Forest service
- U.S. Geological survey
- U.S. - HISTORY (for arr. of subdivision see example under Rule 36)
- United States housing corporation
- U.S. infantry. 63rd regt., 1917-1919
- U.S. Laws, statutes, etc.
- United States. Medical research laboratory, Mineola, L.I.
- United States merchant marine
- United States-Mexican commission
- United States-Mexico trade conference, 1st, Mexico (City), 1920
- United States naval institute, Annapolis
- U.S. NAVY
- United States navy [a title]
- U.S. Navy dept.
- U.S. official pictures of the world war
- U.S. Penitentiary, Atlanta, Ga.
- U.S. - RELATIONS (GENERAL) WITH CHINA

U S - RELATIONS (GENERAL) WITH FRANCE
United States sanitary commission
United States steel corporation
U S tax cases
U S War dept

Appendix II

INITIAL ARTICLES TO BE DISREGARDED IN FILING

Dutch	French	German	Hun- garian	Italian	Nor- wegian	Portu- guese	Ruman- ian	Spanish
de het 't	l' le la les	*der (m nom) die das	s az egy	il, lo i, gli, gli la, le l'	den, den det, den de, del	o a os as	l, le un, o	el, los la, las un, uno una, unas
een eene	un une	ein eine		un, uno una, un	en, ein et { ei, e elt	um uma		

* der as gen. pl. is to be regarded

Appendix III

TABLE OF NUMERALS

	Danish	Dutch	French	German	Italian	Latin
1	en (een)	een	un, une	ein	uno	unus, una, unum
2	to	twee	deux	zwei	duo	duo, duae, duo
3	tre	drie	trois	drei	tre	tre, tria
4	fire	vier	quatre	vier	quattro	quattuor
5	fem	vijs	cinq	fünf	cinque	quinque
6	seks	zes	six	sechs	sei	sex
7	syv	zeven	sept	sieben	sette	septem
8	otte	acht	huit	acht	otto	octo
9	ni	regen	neuf	neun	nove	novem
10	ti	tien	dix	zehn	dieci	decem
11	elleve	elf	onze	elf	undici	undecum
12	tolv	twalf	douze	zwölf	dodici	duodecim
13	tretten	dertien	treize	dreizehn	tredici	tredecim
14	fjorten	veertien	quatorze	vierzehn	quattordici	quattuordecim
15	femten	vijftien	quinze	fünfzehn	quindici	quindecim
16	seksien	zestien	seize	sechzehn	sedici	sedecim
17	syttien	zeventien	dix-sept	siebzehn	dicisette	septemdecim
18	atten	achtien	dix-huit	achtzehn	dieotto	duodeviginta
19	nitten	negenien	dix-neuf	neunzehn	dicinove	undeviginta
20	tyve	twintig	vingt	zwanzig	venti	viginti
21	en og tyve	een en twintig	vingt et un	ein und zwanzig	ventuno	viginti unus
30	tredive	dertig	trente	dreissig	trenta	triginta
40	fyrretyve	veertig	quarante	vierzig	quaranta	quadraginta
50	halvtred-sindstyve	vijftig	cinquante	fünfzig	cinquanta	quingenta
60	tresindstyve	zestig	sixante	sechzig	sessanta	sexaginta
70	halvfjerd-sindstyve	zeventig	soixante-dix	siebzig	settanta	septuaginta
80	firsindstyve	tachtig	quatre-vingt	achtzig	ottanta	octoginta
90	halvfems-sindstyve	nogentig	quatre-vingt-dix	neunzig	novanta	nonaginta
100	hundrede	honderd	cent	hundert	cento	centum
1000	tusinde	duzend	mille (mil)*	tausend	mille	mille
million		miljoen	millions	million	milione	decies centena milia

* Mil is used in Danish.

Appendix II

INITIAL ARTICLES TO BE DISREGARDED IN FILING

Dutch	French	German	Hun- garian	Italian	Nor- wegian	Portu- guese	Ruman- ian	Spanish
de het 't	l' le la les	*der (m nom) die das	a az egy	il, lo i, gl', gli la, le l'	den, den det, den de, del	o a os as	l, le un, o	el, los la, las un, uno una, unas
een eene	un une	ein eine		un, uno una, un	en, ein et { et, e eit	um uma		

* der as gen pl is to be regarded

Appendix IV

BIBLE

Conspectus of Arrangement

1. References.
2. Manuscripts.
3. By Language, with subarrangement by part and subject under each language
4. By Subject, with subarrangement by part under each subject.
5. By Part, with subarrangement by language and subject under each part.

Tabular Survey of Arrangement for Parts of the Bible

The alphabetical arrangement is a guide to the canonical arrangement

ALPHABETICAL ARRANGEMENT

Figures following the name of a biblical or apocryphal book refer to the order in the canonical arrangement

Acts, 87	Acts of the disciples, 122 A-Z	Apocryphal books (N T) 121	Epistle of Barnabas, 122 A-Z
Acts (Apocryphal books) 122 A-Z	Acts of Thomas, 122 A-Z	Apocryphal books (O T) 74	Epistle of Jeremy, 75 A-Z
Acts, Epistles and Revelation, 85	Amos, 46	Ascension of Isaiah, 75 A-Z	Epistle of Jesus Christ, 122 A-Z
Acts and Epistles, 86	Apocalypse of Abraham, 75 A-Z	Assumption of Moses, 75 A-Z	Epistles, 90
Acts of Andrew and Matthew 122 A-Z	Apocalypse of Baruch, 75 A-Z	Baruch, 53	Epistles and Gospels, liturgical, 88
Acts of Paul, 122 A-Z	Apocalypse of Elijah, 75 A-Z	Bel and the Dragon, 59	Epistles and Revelation, 88
Acts of Paul and Thecla 122 A-Z	Apocalypse of Ezra (Christian) 75 A-Z	Book of Jubilees, 75 A-Z	Epistles of John, 115
Acts of Peter, 122 A-Z	Apocalypse of Moses, 75 A-Z	Catholic epistles, 110	Epistles of Paul, 91
Acts of St. Aquila, 122 A-Z	Apocalypse of Zephaniah, 75 A-Z	Chronicles, 23	Epistola apostolorum, 122 A-Z
Acts of St. James, 122 A-Z	Apocrypha, 57	Colossians, 93	Esdras, 61
Acts of the Apostles (Apocryphal) 122 A-Z	Apocrypha and Apocryphal books, 56	Corinthians, 93	Esther, 23
		Daniel, 42	Exodus, 7
		Deuteronomy 10	Ezekiel, 41
		Ecclesiastes, 31	Ezra, 26
		Ecclesiasticus, 60	1 Chronicles, 24
		Ephesians, 97	

TABLE OF NUMERALS

	Norwegian*	Portuguese	Spanish	Swedish
1	en ei eit (en ett)	um uma	un uno una	en ett ene (a)
2	to	dois, dous duas	dos	två
3	tri	tres	tres	tre
4	fjere	quatro	cuarto	fyra
5	fem	cinco	cinco	fem
6	seks	seis	seis	sex
7	sju	sete	siete	sju
8	atte	oito	ocho	åtta
9	nå	noxe	nueve	nio
10	tj	dez	diez	tio
11	elleve	onze	once	elva
12	tolv	doze	doce	tolv
13	trettan	treze	trece	tretton
14	fjortan	quatorze	quatorce	fjorton
15	femtan	quinze	quince	femton
16	sekstan	dezeseis	diez y seis	sexton
17	sytthan	dezesete	diez y siete	sjutton
18	attan	dezoito	diez y ocho	aderton
19	nittan	dezenove	diez y nueve	nittion
20	tjuge	vinte	veinte	tjugu (tjugo)
21	ein og tjuge (ei og tjve)	vinte e um	veintuno (veinte y uno)	tjuguen (tjuguell)
30	tretti	trinta	treinta	trettio
40	fjrti	quarenta	cuarenta	fjrtio
50	femti	cincoenta	cincuenta	femtio
60	seksti	sesenta	seenta	sextio
70	sytti	setenta	setenta	sjuttio
80	atti	oienta	ochenta	attio
90	nitti	noventa	noventa	nittio
100	hundred	cem	cien ciento	hundra
1000	tusund	mil	mil	tusen
million		milhao	millon	

* The numerals on the left belong to the Landsmaal those in curves are the variations of the Bokmål

- | | | | |
|-------------------|----------------|-------------------|--------------------|
| 52. Zephaniah | 69 Apocrypha | 81 Luke and Acts | 102. 2 Thessaloni- |
| 53. Haggai | Prayer of | 82. Luke | nians |
| 54. Zechariah | Manasses | 83. Johannine | 103 Pastoral |
| 55. Malachi | 70 Apocrypha | literature | epistles |
| 56. Apocrypha and | Rest of Esther | 84 John | 104. Timothy |
| apocryphal | 71 Apocrypha | 85 Acts, Epistles | 105 1 Timothy |
| books | Song of the | and Revela- | 106 2 Timothy |
| 57 Apocrypha | Three Holy | tion | 107 Titus |
| 58. Apocrypha. | Children | 86 Acts and Epis- | 108 Philemon |
| Baruch | 72. Apocrypha | cles | 109 Hebrews |
| 59 Apocrypha. | Tobit | 87 Acts | 110 Catholic |
| Bel and the | 73. Apocrypha | 88 Epistles and | epistles |
| Dragon | Wisdom of | Gospels, | 111 James |
| 60 Apocrypha | Solomon | Liturgical | 112. Peter |
| Ecclesiasticus | 74. Apocryphal | 89 Epistles and | 113 1 Peter |
| 61 Apocrypha. | books | Revelation | 114 2 Peter |
| Esdra | 75 Apocryphal | 90 Epistles | 115. Epistles of |
| 62 Apocrypha. | books, A-Z | 91 Epistles of | John |
| 1 Esdras | (Individual | Paul | 116 1 John |
| 63 Apocrypha. | apocryphal | 92 Romans | 117 2 John |
| 2 Esdras | books in al- | 93 Corinthians | 118 3 John |
| 64 Apocrypha. | phabetical | 94 1 Corinthians | 119 Jude |
| History of | order] | 95 2 Corinthians | 120 Revelation |
| Susanna | 76 New Testa- | 96 Galatians | 121. Apocryphal |
| 65 Apocrypha. | ment | 97 Ephesians | books |
| Judith | 77 Gospels and | 98 Philippians | 122 Apocryphal |
| 66 Apocrypha | Acts | 99 Colossians | books A-Z |
| Maccabees | 78 Gospels | 100 Thessalonians | (Individual |
| 67 Apocrypha | 79 Matthew | 101 1 Thessalo- | apocryphal |
| 1 Maccabees | 80 Mark | nians | books in al- |
| 68. Apocrypha. | | | phabetical |
| 2 Maccabees | | | order] |

1 Corinthians, 94	Gospels and Acts, 77	Matthew, 79	2 Maccabees, 85
1 Enoch, 75 A-Z	Gospels of infancy, 122 A-Z	Micha, 49	2 Peter, 114
1 Esdras, 62	Habakkuk, 51	Minor prophets, 43	2 Samuel, 19
1 John, 316	Hagiographa, 14	Nahum, 50	2 Thessalonians, 102
1 Kings, 21	Hebrews, 109	Nehemiah, 27	2 Timothy, 106
1 Maccabees, 67	Heptateuch, 3	New Testament, 76	Song of Solomon, 85
1 Peter, 113	Hexateuch, 4	Numbers, 9	Song of the Three Holy Children, 71
1 Samuel, 18	Historical books, 11	Obadiah, 47	Testament of Abraham, 75 A-Z
1 Thessalonians, 101	<i>History of Suttanna</i> , 64	Octateuch, 2	Testament of Job, 75 A-Z
1 Timothy, 105	Hosea, 44	Odes of Solomon, 75 A-Z	Testaments of the three patriarchs, 75 A-Z
Five scrolls, 15	Isaiah, 38	Old Testament, 1	Testaments of the 12 patriarchs, 75 A-Z
4 Ezra, 75 A-Z	James, 111	Pastoral epistles, 103	Thessalonians, 100
4 Maccabees, 75 A-Z	Jeremiah, 39	Pentateuch, 5	3 Enoch, 75 A-Z
Galatians, 88	Job, 31	Peter, 112	3 John, 118
Genesis, 6	Joel, 45	Philemon, 108	3 Maccabees, 75 A-Z
Gospel according to the Hebrews, 122 A-Z	<i>Johannine literature</i> , 83	Philippians, 98	Timothy, 104
Gospel of Nicodemus, 122 A-Z	John, 84	Poetical books, 30	Titus, 107
Gospel of Peter, 122 A-Z	Jonah, 48	Prayer of Manasses, 69	Tobit, 72
Gospel of Pseudo-Matthew, 122 A-Z	Joseph and Asenath, 75 A-Z	Prophets, 36	Transitus Mariae, 122 A-Z
Gospel of the infancy according to St. Peter, 122 A-Z	Joshua, 12	Protevangelium Jacobi, 122 A-Z	Wisdom literature, 29
Gospel of the twelve apostles, 122 A-Z	Jude, 119	Proverbs, 33	Wisdom of Solomon, 73
Gospels, 78	Judges, 13	Psalms, 32	Zachariah, 54
Gospels (Apocryphal books) 122 A-Z	Judith, 85	Psalms of Solomon, 75 A-Z	Zephaniah, 52
	Kings, 20	Rest of Esther, 70	
	Lamentations, 40	Revelation, 120	
	Leviticus, 8	Romans, 92	
	Logia Iesu, 122 A-Z	Ruth, 16	
	Luke, 82	Samuel, 17	
	Luke and Acts, 81	2 Chronicles, 23	
	Major prophets, 37	2 Corinthians, 95	
	Malachi, 55	2 Enoch, 75 A-Z	
	Mark, 80	2 John, 117	
		2 Kings, 22	

CANONICAL ARRANGEMENT

The order is that of the English authorized version with insertion of the names of groups of books before the first book in the group

1 Old Testament	14 Hagiographa	28 Esther	39 Jeremiah
2 Octateuch	15 Five scrolls	29 Wisdom literature	40 Lamentations
3 Heptateuch	16 Ruth	30 Poetical books	41 Ezekiel
4 Hexateuch	17 Samuel	31 Job	42 Daniel
5 Pentateuch	18 1 Samuel	32 Psalms	43 Minor prophets
6 Genesis	19 2 Samuel	33 Proverbs	44 Hosea
7 Exodus	20 Kings	34 Ecclesiastes	45 Joel
8 Leviticus	21 1 Kings	35 Song of Solomon	46 Amos
9 Numbers	22 2 Kings	36 Prophets	47 Obadiah
10 Deuteronomy	23 Chronicles	37 Major prophets	48 Jonah
11 Historical books	24 1 Chronicles	38 Isaiah	49 Micah
12 Joshua	25 2 Chronicles		50 Nahum
13 Judges	26 Ezra		51 Habakkuk
	27 Nehemiah		

- 29 Bible (Alphabetic order) *See* Note following the example for a still more simple arrangement
- 32 Place arrangement (Alphabetic order)
- 35 Subject arrangement (Alphabetic order) *See* Note following example for a still more simple arrangement.
- 36 *See* also references
- 37 Title arrangement a, b, c, d e, f2
- 38 Chronological and numerical arrangements

The entries in the following comprehensive example are arranged according to the simplest alphabetical order, except that personal surnames precede other entries beginning with the same word (see Rule 24 b2) Small libraries may prefer to interfile personal names also

COMPREHENSIVE EXAMPLE

A B C book
 A E see Russell, George William
 A, F F see Adams, Franklin Pierce
 A L A see American library association
 A L A booklist
 A la mer
 Aagard, Carl Johann
 Abbot, Willis John
 Abbott, Albert
 Abbott, Miss E C
 Abbott, Edith
 'Abd al-Hamid II, sultan of the Turks
 'Abd al-Latif
 'Abd Allah ibn Ahmad, called Ibn al-Baitar
 'Abd Allah Sfer, pasha
 'Abd el-Halim Kararah, Muhammad
 Abdallah, Achmed
 A Beckett, Arthur William
 Abeo, Fritz
 about face
 Abu al-'Ala
 Abu al-Fida
 Abu Bakr ibn al-Tufail, Abu Ja'far
 Abu Sa'id
 Abucacim
 Abu'l 'Ala, see Abu al-'Ala
 Abul-Fazl, Mirza
 L'abbé en cour
 R Accademia dei Lincei, Rome
 ACCIDENTS
 1812, ein h-istorischer roman [achtzehnhundert zwölf]
 American library association
 American library association, see also titles beginning
 A L A
 American peace congress, 1st, New York, 1907
 American peace congress, 3rd, Baltimore, 1911

Appendix V

LIST OF THE RULES RECOMMENDED TO SMALL LIBRARIES COMPREHENSIVE EXAMPLE.

It is recommended that libraries which require a simple arrangement adopt and check the rules listed below —

- | | |
|---------|---|
| 1 | Basic rule |
| 2 a,c | Modified letters (umlaut, etc) |
| 3 c | Ampersand |
| 4 a,b,d | Initials |
| 5 | Abbreviations |
| 6 | Elisions |
| 7 | Initial article |
| 8 | Punctuation marks |
| 9 | Numerals |
| 10 a | Words spelled in two ways |
| 11 | Hyphenated and compound words |
| 12 | Names compounded of two words |
| 13 | Names with a prefix |
| 14 | Oriental names |
| 15 | Names spelled differently (including Note) |
| 16 | Forenames (general rules) |
| 18 | Forename entries (Arrangement 2) |
| 19 | Surname entries |
| 20 b | Compound surnames |
| 21 b | Name of clan, family, etc |
| 22 b | Firm names |
| 23 | Nobleman's title |
| 24 b | Order of entries (Alphabetic order) |
| 25 | Arrangement under author (general rules) |
| | 25 a (Works by the author) 1, 2 3, 4, 5, 6, 7 (a) |
| | 25 b (Works about the author) |
| 27 | Corporate entries |

Bible music
 Bible A T
 Bible N T Gospels
 Bible O T
 BIBLE O T
 Bible O T Amos
 Bible O T I Chronicles
 Bible N T II Chronicles
 Bible N T Daniel
 BIBLE O T DANIEL
 BIBLE O T - HISTORY
 Bible O T Pentateuch
 Bible Paraphrases
 Bible plays [a title]
 Bible Selections
 BIBLE - VERSIONS
 Bibliothèque d'anthologie
 Bibliothèque d'histoire
 Bibliothèque de la révolution
 Schlen lectures, 1899
 Nash, H S Ethics and revelation
 Schlen lectures, 1925
 Bell, W C Sharing in creation
 Bäck, Fredrik
 Beck, William Frederick
 The book about aircraft
 BOOK BINDING, see BOOKBINDING
 BOOK COVERS
 A book of garden flowers
 BOOKBINDING
 BOOKBINDING, see also BOOK COVERS
 Bookbinding and the care of books
 BOOKBINDING - EXHIBITIONS
 BOOKBINDING - GREAT BRITAIN
 BOOKBINDING - HISTORY
 Bookbinding leather committee
 BOOKBINDING - MOHAMMEDAN
 BOOKBINDING - U S
 The Bookman London [a periodical]
 The Bookman a review of books and life New York
 The Bookman, an illustrated literary journal New York
 The Bookman
 Robert Louis Stevenson
 The Bookman anthology of essays
 The bookman's manual 1935
 The bookman's manual 1928
 BOOKS
 Books a weekly review
 Books about books
 Boy Scouts
 BOYCOTT
 BOYS' CLUBS
 Boy's King Arthur

- — and ships and sealing wax
 Andersen, Hans Christian
 Anderson, Arthur
 Anderson, James
 Anderson's college, Glasgow
 Anderssen, Adolf
 Art, v l - [title of a periodical]
 ART
 Brown, G B The fine arts
 ART
 Brownell, Baker Art in action
 ART
 Thurston, C H P Structure of art
 Art a commodity
 Art age
 ART - American
 ART - Ancient
 Art and Mrs Bottle
 ART AND MORALS
 ART - BERLIN
 ART - BIBLIOGRAPHY
 ART - DECORATIVE
 Art foliage
 ART - FRANCE
 ART - GREEK
 ART - HISTORY
 ART INDUSTRIES AND TRADE
 ART - MUNICIPAL
 L'art romantique
 ART - U S
 Art weaving
 Atlantic readers Primer
 Atlantic readers Bk 1
 Atlantic readers Bk 3
 Bible
 The Bible and its story
 Bible
 Die Heiligen Schriften
 Bible
 The Holy Bible 1885
 Bible
 The Holy Bible 1904
 Bible
 La Sainte Bible
 Bible
 The Scofield reference Bible
 BIBLE
 BIBLE AND SCIENCE
 BIBLE - ANTIQUITIES
 Bible as literature
 Bible beautiful
 BIBLE - BIBLIOGRAPHY
 A bible for freshmen

TITLE CATALOG CARDS

Bible BASIC
 Bible N T
 Bible N T Gospels
 Bible O T
 BIBLE O T
 Bible O T Amos
 Bible O T I Chronicles
 Bible O T II Chronicles
 Bible O T Daniel
 BIBLE O T DANIEL
 BIBLE O T - HISTORY
 Bible O T Pentateuch
 Bible Paraphrases
 Bible plays [a title]
 Bible Selections
 BIBLE - VERSIONS
 Bibliothèque d'anthologie
 Bibliothèque d'histoire
 Bibliothèque de la révolution
 Bohlen lectures, 1899
 Bash, H S Ethics and revelation
 Bohlen lectures, 1925
 Bell, W C Sharing in creation
 Bošk, Fredrik
 Book, William Frederick
 The book about aircraft
 BOOK-BINDING, see BOOKBINDING
 BOOK COVERS
 A book of garden flowers
 BOOKBINDING
 BOOKBINDING, see also BOOK COVERS
 Bookbinding and the care of books
 BOOKBINDING - EXHIBITIONS
 BOOKBINDING - GREAT BRITAIN
 BOOKBINDING - HISTORY
 Bookbinding leather committee
 BOOKBINDING - MOHAMMEDAN
 BOOKBINDING - U S
 The Bookman London [a periodical]
 The Bookman a review of books and life New York
 The Bookman, an illustrated literary journal New York
 The Bookman
 Robert Louis Stevenson
 The Bookman anthology of essays
 The bookman's annual 1935
 The bookman's annual 1928
 BOOKS
 Books a weekly review
 Books about books
 Boy Scouts
 BOYCOTT
 BOYS' CLUBS
 Boy's Fing Arthur

Boys of '76
Brown, Capt
Brown, Mrs
Brown, A. G.
Brown, Albert
Brown, John
Brown, John, pseud.
Brown, Sir John
Brown, John, 1716-1766
Brown, John, d.1811
Brown, John, 1810-1882
Brown America
Brown & Sharpe manufacturing co.
Brown brothers and company
Brown county almanack
BROWN CO., OHIO
BROWN CO., WISC.
BROWN FAMILY
Brown university
Brownbill, John
Browne, pseud.
Browne, A. K.
Caterina, see also Catherine
Caterina Cornaro, queen of Cyprus
Caterina da Siena, Saint
Caterina, Saint, of Bologna
Catesby, Mark
Catharina, see Catherine
Catharine, see Catherine
Cather, Willa Sibert
Catherine, see also Caterina, Katherine
Catherines [a title]
Catherine de Gardeville [a title]
Catherine de Médicis, queen consort of Henry II,
king of France
Catharine I, empress of Russia
Catharine Frances, sister
Catherine Howard [a play]
Catharine Howard, queen consort of Henry VIII
Catharine of Aragon, queen consort of Henry VIII
Catharine, of Bologna, Saint, see Caterina, Saint,
of Bologna
Catharine of Braganza, queen consort of Charles II
Catharine of Siena, Saint, see Caterina da Siena,
Saint
Catherine Parr, queen consort of Henry VIII
Catharine, Saint, of Bologna, see Caterina, Saint,
of Bologna
Catharine, Saint, of Siena, see Caterina da Siena,
Saint
Catherwood, Benjamin Franklin
Catholic church
CATHOLIC CHURCH

Boys of '76
 Brown, Capt
 Brown, Mrs
 Brown, A. G.
 Brown, Albert
 Brown, John
 Brown, John, pseud.
 Brown, Sir John
 Brown, John, 1716-1766
 Brown, John, d.1811
 Brown, John, 1810-1832
 Brown America
 Brown & Sharpe manufacturing co.
 Brown brothers and company
 Brown county almanack
 BROWN CO., OHIO
 BROWN CO., WISC.
 BROWN FAMILY
 Brown university
 Brownbill, John
 Browne, pseud.
 Browne, A. K
 Caterina, see also Catherine
 Caterina Cornaro, queen of Cyprus
 Caterina da Siena, Saint
 Caterina, Saint, of Bologna
 Catesby, Mark
 Catharina, see Catherine
 Catharine, see Catherine
 Gather, Willa Sibert
 Catherine, see also Caterina, Katherine
 Catherine [a title]
 Catherine de Gardeville [a title]
 Catherine de Médicis, queen consort of Henry II,
 king of France
 Catharine I, empress of Russia
 Catharine Frances, sister
 Catherine Howard [a play]
 Catharine Howard, queen consort of Henry VIII
 Catharine of Aragon, queen consort of Henry VIII
 Catharine, of Bologna, Saint, see Caterina, Saint,
 of Bologna
 Catharine of Braganza, queen consort of Charles II
 Catharine of Siena, Saint, see Caterina da Siena,
 Saint
 Catherine Farr, queen consort of Henry VIII
 Catharine, Saint, of Bologna, see Caterina, Saint,
 of Bologna
 Catharine, Saint, of Siena, see Caterina da Siena,
 Saint
 Catherwood, Benjamin Franklin
 Catholic church
 CATHOLIC CHURCH

- Lang, Andrew
 The Maid of France
 The library has also this title in
 French La Pucelle de France
- Lang, Andrew
 The making of religion
 LANG, ANDREW
 THE MAKING OF RELIGION
- Tyrrell, George
 The faith of the millions v 2
- Lang, Andrew
 La Pucelle de France
- Lang, Andrew, ed
 The red fairy book il by Ford and Speed
 ——— il by Lee
 ——— il by Tenggren
- Lang, Andrew, jt auth
 Haggard, Sir H H
 The world's desire
 LANG, ANDREW
- Gordon, G S
 Andrew Lang
- Mach, Edmund
- McAle, Kathryn
- Macbard, Alfred
- McHardy, D N
- Machen, Arthur
- Machine design
- MACHINERY
- McHugh, John
- MacLaren, J M
- McLaren, J T
- McLaren, L L
- MacLaren, R S
- Mistress and maid
- Mrs Dane's defense
- Mistress of Husaby
- Modern American writers I
 Van Doren, M C James Branch Cabell
- Modern American writers, II
 Lovett, R W Edith Wharton
- Modern American writers, V
 Clark, B H Eugene O'Neill
- Modern drama series
 Andreev, I N Savva
- Modern drama series
 Becque, Henri The vultures
- Mrs
 Entries beginning with Mrs are filed as if spelled
 Mistress
- Muel, Leon

- CICERO -- BIBLIOGRAPHY
 Concord, a poem
 Concord and Lexington
 Concord antiquarian society
 CONCORD, BATTLE OF
 Concord days
 CONCORD, MAINE
 Concord, Mass.
 CONCORD, MASS.
 Concord, Mass. Convention, July 14, 1774
 CONCORD, MASS. -- HISTORY
 Concord, Mass. Trinity church
 Concord, N.H.
 Concord, N.H. Public library
 Concord railroad corporation
 CONCORD RIVER
 CONCORD SCHOOL OF PHILOSOPHY
 Concord, Tenn. Farragut school
 Cooperative marketing
 Co-operative movement
 De la terre à la lune
 De libris
 Defoe, Daniel
 De la Roche, Mazo
 Delarue, A. O.
 De La Rue, Warren
 Delarue-Vardrus, Lucie
 Delaware
 Del Mar, Alexander
 Dem dichter in der fernen bild geblieben (initial article
 not in nominative case)
 DeMorgan, Joseph
 Eine von zu vielen (numeral)
 El Dorado
 Eldorado, Neb.
 El Paso, Texas
 Eine kleine gefälligkeit (initial article)
 Labour and industry
 Labor economics
 Laboulaye
 Labour, see spelling Labor
 Lang, Andrew
 Adventures among books
 Lang, Andrew, ed.
 Lang, Mrs Leonora Blanche
 Book of saints and heroes
 Lang, Andrew
 Power and the epic
 Lang, Andrew, tr
 Homerus
 Iliad

- Lang, Andrew
The Maid of France
The library has also this title in
French: La Pucelle de France
- Lang, Andrew
The making of religion
LANG, ANDREW
THE MAKING OF RELIGION
- Tyrtell, George
The faith of the millions. v.2
- Lang, Andrew
La Pucelle de France
- Lang, Andrew, ed.
The red fairy book... il. by Ford and Speed
_____ ... il. by Lee
_____ ... il. by Tengeren
- Lang, Andrew, jr. auth.
- Haggard, Sir H.H.
The world's desire
LANG, ANDREW
Gordon, C S.
Andrew Lang
- Mach, Edmund
McHale, Kathryn
Machard, Alfred
McHarty, D R
Machen, Arthur
Machine design
MACHINERY
McHugh, John
MacLaren, J M
M'Laren, J.T
McLaren, L L.
MacLaren, R S
Mistress and maid
Mrs Dane's defense
Mistress of Hussyby
Modern American writers, I
Van Poren, C.C. James Branch Cabell
Modern American writers, II
Lovett, R W Edith Wharton
Modern American writers, V
Clark, B.H Eugene O'Neill
Modern drama series
Andreev, L N. Savva
Modern drama series
Becque, Henri. The vultures
Mrs
Entries beginning with Mrs. are filed as if spelled
Mistress
Muel, Leon

Muellenbach, Ernst
Mueller

See also Muller (or Muller)

Mueller, Alfred Don
Muenscher, Joseph
La muerte de Néron
Mugdan, Martin
MUKDEN, BATTLE OF, 1905
Mulcahy, William Francis
Müller (or Muller)

See also Mueller

Muller, Adam
Muller, Adam L
Muller, Carl Otto
Müller, Max
MÜNCHENER BIENEN-ZEITUNG
New Amsterdam
NEW ENGLAND
New York academy of medicine
New York. Agricultural experiment station, Geneva
New York almanacs
New York (battleship)
New York cavalry. 10th regt.
New York (City)
New York (City) Board of education
NEW YORK (CITY) - CHARITIES
New York (City) Common council
New York city council of political reform
NEW YORK (CITY) - WATER SUPPLY
New York collection of music
New York. College of the city of New York
New York (Colony)
New York Cotton exchange
New York (County) Court house
New York day by day
New York Public library
New York school of social work
New York. Sing Sing prison, Ossining
New York (State)
NEW YORK (STATE)
New York (State) Dept of health
NEW YORK (STATE) - HISTORY
New York State library, Albany
New York state museum
New York (State) University
New York Times
New York university
Newark, N J.
Newman, John Henry, card
De night in de front from Chreesmas (initial article)
1940 book of houses (nineteen forty)
1917 war tax guide (nineteen seventeen)
One hundred and one famous poems

FILING CATALOG CARDS

100 bungalows

150 radio hook-ups [one hundred fifty]101 metal-working projects [one hundred one]

PERSONALITY

Personality, The family and

Personality in boys

Personality, Integration of

Personality plus

The pioneers

Cooper, J F

The pioneers Philadelphia, Carey & Lea

_____ London, J W Dent

_____ New York, Sears

The pioneers

Mackay, H D

The play of the pioneers

The pioneers

Oppenheim, James

The pioneers

Saint M****, Victor de, see Saint-Mauris, Victor

Alexandre, comte de

Saint Malo, France

Saint Mark's school, Southborough, Mass

St Mars, F

Saint-Mars, Gabrielle Anne (Cisterne de Courterras)

vicomtesse de

St Nicholas

St Paul, Henry

St Paul, Winn

Saint Paul, mother

Sainte Beuve, Charles Augustin

Saintine

San Francisco, Cal

San José, Diego

San trũ ching

Sanborn, Albert J

Santa Fe

Santa Marina, Luys

Santagnello, M

Shakespeare (Works by)

A plazer vostro (As you like it)

Aphorisms from Shakespeare

As you like it (Ben Greet Shakespeare)

(Shakespeare's) As you like it, ed by Cooper

(The comedy of) As you like it (Eclectic classics)

As you like it (New Temple Shakespeare)

(Shakespeare's comedy of) As you like it, ed by Rolfe

As you like it

The library has an Italian translation-

A plazer vostro

The beauties of Shakespeare

The college Shakespeare
 Comedies, ed. by Craig
 (Shakespeare's) Comedy of error
 Complete works, ed by Craig (Oxford Shakespeare)
 (Shakespeare's) dramatische werke
 Edward III, see Edward III (Drama)
 Julius Caesar, ed by Mabie
 (The plays of Shakespeare The tragedy of) Julius
 Caesar, ed by Sykes
 King Richard III, a tragedy
 Longman's school Shakespeare
 -(The comedy of) Much ado about nothing
 Oxford Shakespeare; the complete works, ed by Craig
 Poetical works
 Richard III, see his King Richard III
 Songs and sonnets, ed by Palgrave
 Songs and sonnets, il by Robinson
 (Shakespeare's) sonnets

SONNETS

Godwin A new study of the sonnets
 Hitchcock Remarks on the Sonnets
 The taming of the shrew Coriolanus Booklovers ed
 Taming of the shrew Garrick & Kemble
 The taming of the shrew, a comic opera by Gostz [a
secondary entry with main entry under Gostz]
 (Shakespeare's comedy of the) Taming of the shrew, ed
 by Rolfe

TAMING OF THE SHREW

Tolman Shakespeare's part in the "Taming of the
 shrew"
 Two noble kinsmen, see Fletcher, John The two
 noble kinsmen

SHAKESPEARE (Forks about)

SHAKESPEARE - ADAPTATIONS

SHAKESPEARE - AUTHORSHIP

SHAKESPEARE - BIBLIOGRAPHY

SHAKESPEARE - CONCORDANCES, INDEXES, ETC

10 story book

Tenberg, Rudolf

Ten Broeke, James

Un de Bauzuges (General)

United States

United States abridged life tables

U S Agricultural adjustment administration

U S Agriculture, Dept of. see U S Dept of
 AgricultureU S air service [a periodical]

United States album

U S - ARMY

U S - ARMY - CAVALRY

U S - ARMY - HISTORY

U S Bureau of the census

U S cavalry 5th regt , 1855-

- U S Cavalry school, Fort Riley, Kan
- U S - CENSUS
- U S Census, Bureau of, see U S Bureau of the census
- U S Census office 7th census, 1850
- U S Census office 11th census, 1890
- U S Congress
- U S CONGRESS
- U S Congress Committee on the census
- U S Congress House
- U S Congress House Committee on foreign affairs
- U S Congress Joint committee on Muscle Shoals
- U S Congress Office of legislative counsel
- U S Congress Senate
- U S Congress Senate Committee on appropriations
- U S Congress Senate Committee on insular affairs
- U S 1st Cong, 1789-1791
- U S 2d Cong, 1st sess, 1791-1792
- U S 41st Cong, 2d sess, 1869-1870
- U S 41st Cong, 3rd sess, 1870-1871
- U S Dept of agriculture
- U S DEPT OF AGRICULTURE
- U S Geological survey
- U S - HISTORY
- U S - HISTORY - BIBLIOGRAPHY
- U S - HISTORY - DRAMA
- U S - HISTORY - LOCAL
- U S - HISTORY - NAVAL
- U S - HISTORY - PERIODICALS
- U S - HISTORY (BY PERIODS)
- U S - HISTORY - COLONIAL PERIOD
 - COLONIAL PERIOD - FICTION
 - COLONIAL PERIOD - FRENCH AND INDIAN WAR, 1755-1763
 - REVOLUTION
 - REVOLUTION - CAMPAIGNS AND BATTLES
 - 1783-1865
 - CONSTITUTIONAL PERIOD, 1789-1809
 - WAR OF 1812
 - 1815-1861
- United States housing corporation
- United States-Mexican commission
- U S - NAVY
- U S Navy dept
- U S official pictures of the world war
- U S Penitentiary, Atlanta, Ga
- United States steel corporation
- WAR
- WAR AND RELIGION
- WAR, ARTICLES OF, see MILITARY LAW
- WAR - CASUALTIES (STATISTICS, ETC)
- WAR, COST OF
- WAR, DECLARATION OF
- WAR - ECONOMIC ASPECTS

The college Shakespeares
 Comedies, ed. by Craig
 (Shakespeare's) Comedy of error
 Complete works, ed. by Craig (Oxford Shakespeare)
 (Shakespeare's) dramatische werke
 Edward III, see Edward III (Drama)
 Julius Caesar, ed. by Mabie
 (The plays of Shakespeare. The tragedy of) Julius
 Caesar, ed. by Sykes
 King Richard III, a tragedy
 Longman's school Shakespeare
 "(The comedy of) Much ado about nothing
 Oxford Shakespeare; the complete works, ed. by Craig
 Poetical works
 Richard III, see his King Richard III
 Songs and sonnets, ed. by Palgrave
 Songs and sonnets, il. by Robinson
 (Shakespeare's) sonnets
 SONNETS

Godwin. A new study of the sonnets
 Hitchcock. Remarks on the Sonnets
 The taming of the shrew. Coriolanus Booklovers ed.
 Taming of the shrew. Garrick & Kemble
 The taming of the shrew, a comic opera by Goetz [a
secondary entry with main entry under Goetz]
 (Shakespeare's comedy of the) Taming of the shrew, ed.
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TAMING OF THE SHREW

Tolman. Shakespeare's part in the "Taming of the
 shrew"

Two noble kinsmen, see Fletcher, John. The two
 noble kinsmen

SHAKESPEARE (Works about)

SHAKESPEARE - ADAPTATIONS

SHAKESPEARE - AUTHORSHIP

SHAKESPEARE - BIBLIOGRAPHY

SHAKESPEARE - CONCORDANCES, INDEXES, ETC

10 story book

Tenberg, Rudolf

Ten Broeke, James

Un de Baumugnes [numeral]

United States

United States abridged life tables

U.S. Agricultural adjustment administration

U.S. Agriculture, Dept of, see U.S. Dept of
 agriculture

U S. air service [a periodical]

United States album

U.S. - ARMY

U.S. - ARMY - CAVALRY

U.S. - ARMY - HISTORY

U S. Bureau of the census

U.S. cavalry. 5th regt., 1855-

U S Cavalry school, Fort Riley, Kan
U S - CENSUS
U S Census, Bureau of, see U S Bureau of the census
U S Census office 7th census, 1850
U S Census office 11th census, 1890
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U S CONGRESS
U S Congress Committee on the census
U S Congress House
U S Congress House Committee on foreign affairs
U S Congress Joint committee on Muscle Shoals
U S Congress Office of legislative counsel
U S Congress Senate
U S Congress Senate Committee on appropriations
U S Congress Senate Committee on insular affairs
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U S 2d Cong, 1st sess, 1791-1792
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U S DEPT OF AGRICULTURE
U S Geological survey
U S - HISTORY
U S - HISTORY - BIBLIOGRAPHY
U S - HISTORY - DRAMA
U S - HISTORY - LOCAL
U S - HISTORY - NAVAL
U S - HISTORY - PERIODICALS
U S - HISTORY (BY PERIODS)
U S - HISTORY - COLONIAL PERIOD
- COLONIAL PERIOD - FICTION
- COLONIAL PERIOD - FRENCH AND INDIAN
WAR, 1755-1763
- REVOLUTION
- REVOLUTION - CAMPAIGNS AND BATTLES
- 1783 1865
- CONSTITUTIONAL PERIOD, 1789-1809
- WAR OF 1812
- 1815-1861
United States housing corporation
United States Mexican commission
U S - NAVY
U S Navy dept
U S official pictures of the world war
U S Penitentiary, Atlanta, Ga
United States steel corporation
WAR
WAR AND RELIGION
WAR, ARTICLES OF, see MILITARY LAW
WAR - CASUALTIES (STATISTICS, ETC)
WAR, COST OF
WAR, DECLARATION OF
WAR - ECONOMIC ASPECTS

WAR (INTERNATIONAL LAW)
WAR, MARITIME (INTERNATIONAL LAW)
War of the worlds
WAR -- RELIEF OF SICK AND WOUNDED
WAR-SHIPS
Washington, George
Washington academy of science
Washington Co., Ohio
Washington, D.C.
Washington, D.C. WHITE HOUSE
Washington merry-go-round
Washington, Mt.
Washington (State)
WASHINGTON (STATE) -- DESCRIPTION AND TRAVEL
Washington (State) Geological survey
Washington (State) State library, Olympia
Washington (Ter.) Governor
Washington university, St. Louis
Who is who in America
Who'd be king
Whom the gods destroy
Who's who
Whose home is the wilderness
Ye that judge

Appendix VI

BIBLIOGRAPHY

*Separately Published Codes

- Akers, S G Simple library cataloging Chicago American library association, 1933
"Arrangement of cards in a catalog," p 132-41.
- American library association. Proceedings of the Catalog Section of the A.L.A. Chicago The Association, 1929
"Committee on standardization of alphabeting practice, report, 1929, p.20-34."
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Recommended by the Minister of education for use in the public libraries of Ontario
- Bishop, W W Practical handbook of modern library cataloging Baltimore Williams & Wilkins co., 1924.
"Filing." p 111-14.
- British museum. Department of printed books. Catalogue of printed books in the British museum Vol. 1. London British museum, 1841.
"Rules for the compilation of the catalogue," p.i-ix.
- Cambridge university Library Rules for the catalogues of printed books, maps and music London Macmillan, 1927
"Arrangement in catalog" p.50-53
- Childs, J B "Rules for alphabetical filing by words in the dictionary catalog together with 'Manchester,' a specimen of such filing." Urbana, Ill. University of Illinois library school, 1921 22. Mimeographed.
- *Cincinnati. Public library Filing rules for the arrangement of the dictionary catalog of the library, County library district of Hamil-

- ton county, Ohio; comp by A E Ewald and A M Dunlap 3d ed.
Cincinnati. Cincinnati public library, 1936 64p
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- *Cleveland Public library. *Filing rules for the arrangement of the dictionary catalogs of the Cleveland public library* Cleveland
Cleveland public library, 1922 27p
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p 64-65.
Brief consideration of some differences of opinion in various alphabetizing codes, which show the need of standardization of rules
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- Cunningham, A D "Dictionary catalogue" *New Zealand Library*, 1
(June 1938), p 85-87.
Arrangement of entries . . . with reference to analyticals, collections of works by or about a single author, geographical entries, etc
- Cutter, C. A. *Rules for a dictionary catalog* 4th ed Washington
Govt print off, 1904
"Arrangement," p 111-21
- Dean, H E "Numerals vs words." *Library Journal*, LVIII (June 15, 1933), p 559-60
Details of a plan for writing out numerals in title, thus indicating the alphabetic arrangement.
- *Dziatzko, K F O *Instruction für die ordnung der titel im alphabetischen zettelkatalog der Königlichen und Universitätsbibliothek zu Breslau* Berlin 1886 74p
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